



FACULTY OF COMMERCE &
TOURISM UNIVERSITY
COMPLUTENSE
OF MADRID

BACHELOR IN COMMERCE

Course	Coaching & Personal Development	Code	801952
Module	Complementary education	Subject	Complement to business activity
Character	Optional	Credits	6
Year	3 rd / 4 th	Semester	Second

Department	Management and Marketing
Coordinator	See list of coordinators https://comercioyturismo.ucm.es/coordinadores-de-las-asignaturas

SYNOPSIS

BRIEF DESCRIPTION
This course introduces students to the basics of coaching and preparing for career development .It is about understanding the general aspects and concepts related to coaching and professional career, analyzing the objectives, skills, that will allow the success in the professional future. At the end of the course, the students also to acquire the knowledge on the subject will have a personal analysis and diagnosis as well as a work project for the future.
PRE – REQUIREMENT
None

AIMS & OBJECTIVES
LEARNING RESULTS
<p>The learning results are linked to training and learning in specific knowledge about coaching, human behavior in the organization and managerial skills development.</p>
CAPABILITIES
<p>General-Transversal: CG2,CG4,CG5,CG6</p> <p>Specific: CE4, CE5</p>

CONTENTS.

Syllabus

1. CONCEPT AND COACHING PROCESS
 - 1.1. The concept of coaching
 - 1.2. Historical evolution and typology
 - 1.3. The Coaching process
 - 1.4. Fact vs Judgment
 - 1.5 The three circles: body, mind & emotion
 - 1.6. Empowerment & accountability: victim vs responsible
 - 1.7. Circle of influence vs circle of worry.
 - 1.8. Mindfulness: Now & Here
2. OBJECTIVES AND GOALS
 - 2.1. Goal definition
 - 2.2. The goal setting process
 - 2.3 Analysis tools
 - 2.4 Perseverance vs. Procrastination
 - 2.5 Urgent vs Important
3. EMOTIONAL INTELLIGENCE
 - 3.1. The Concept of Emotional Intelligence (EI)
 - 3.2. Components of EI
 - 3.3. The emotions & related beliefs
 - 3.4. EI applications (e.g. company management, personal development, education)
4. INTRAPERSONAL SKILLS
 - 4.1. Intrapersonal skills concept
 - 4.2. Intelligence and multiple intelligences
 - 4.3. Personality models (e.g. Jung, DISC, MBTI)
 - 4.4. Self-awareness: the Johari window & the power of feedback
 - 4.5. Self- purpose, Self-regulation, decision making
 - 4.6. Resilience
5. INTERPERSONAL SKILLS
 - 5.1- Concept of interpersonal ability
 - 5.2- Empathy vs sympathy
 - 5.3- Social skills
 - 5.4- Communication Styles, Needs & Offers.
 - 5.5- Non-verbal communication
6. THE MANAGER AS A COACH
 - 6.1. Management functions
 - 6.2. Management skills
 - 6.3. Management coaching
 - 6.4 Growth mindset vs Fixed Mindset
7. LEADERSHIP
 - 7.1. Evolution of the leadership concept
 - 7.2- Leadership and team coaching
 - 7.3- Situational leadership
 - 7.4. Transformational & inspirational leadership. Learning agility.
8. MOTIVATION 2.0
 - 8.1. Evolution of the concept of motivation
 - 8.2. The manager as a motivator and team coach
 - 8.3. Applications of motivation in the company
 - 8.4. Motivation assessment
9. APPROACH TO PERSONAL CAREER MANAGEMENT
 - 9.1. Professional career concept
 - 9.2. Professional development challenges
 - 9.3. Phases in career development

TEACHING ACTIVITIES	HOURS	ATTENDANCE
Classes	45	100
Guided activities	27,5	55
Assessment activities	40	0
Teamwork	25	0
Other activities:	12,5	0

EVALUATION CRITERIA	
EVALUATION ACTIVITIES	% OF TOTAL GRADE
Exam	50%
Teamwork	25%
Individual work	25%
<p>Assessment criteria:</p> <p>Necessary condition (an unexcused absence to 6 sessions excludes from the continuous evaluation. The absence is not justified by other teaching activities)</p> <p>The weighting percentages are approximate and may vary depending on the collective level, number of enrolled and course evolution. The exam must obtain a minimum grade of 4 to pass the course.</p>	

RESOURCES

BIBLIOGRAPHY

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Lenguages
English