

# Teaching guide

## IDENTIFICATION DETAILS

Degree:	Integral Leadership Program (Associated with Law + International Relations)		
Faculty/School:	Legal and Business Science		
Course:	DEVELOPMENT TOOLS WORKSHOP		
Type:	Compulsory Internal	ECTS credits:	1
Year:	1	Code:	72333
Teaching period:	First-Second semester		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	25		

Teaching staff	E-mail
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## SUBJECT DESCRIPTION

Students have just arrived to the University. This is the start of a new journey, a very important one in their lives, both at a personal and professional level. They might be a bit nervous, even anxious, and / or excited, trying to envision this new stage in their lives.

"Taller de Herramientas de Desarrollo Personal" or "Personal Development (Tools) Workshop" is meant to be the starting point of the ILP (Integral Leadership Program), a kind of welcoming program that starts just before the first group and extra - academic activity the students will have: the "Camino de Santiago".

At this point, working with them on the importance of attitude and self-leadership will be critical for their success and personal satisfaction, taking into the account the metaphorical sense the "Camino de Santiago" has with their journey / stage at the University. Then, as major focus of this course, we've considered the idea of the "Homo Viator" who, while being in constant search of the Truth, understands and takes his responsibility to work permanently in the development of his talents, the identification and pursuit of his vocation.

"Taller de Herramientas de Desarrollo Personal" is a course that is splitted in 2 workshops (not necessarily to take place in 2 sessions):

- The first one, intended to prepare the students for their start at the UFV; the beginning of a new journey in their lives: the University. And just after this workshop they will have the opportunity to experience all of its content during the "Camino de Santiago".
- The second workshop is meant to start developing the students's self-knowledge and skills for Effective Interpersonal Communication and Teamwork.

## GOAL

- Welcome the students to our University, and, more specifically, to the ILP.
- Introduce the "Skills Development Program" of the ILP, making the students aware of its importance to achieve excellence in their professional career.
- Make the students aware of the importance of attitude and self-leadership for their success in life, both personal and professionally speaking.
- Students to grow in self-knowledge.
- Students to start developing Effective Interpersonal Communication and Teamwork skills.

Additionally, during the second semester of this first year at the University, the students will have the opportunity to advance in their personal development with another complementary course, common to all the students beginning their studies at the UFV: "HCP / Habilidades y Competencias Personales", which works on the principles of main skills and competencies, and that includes an individual mentoring program that takes place all the academic year long.

## PRIOR KNOWLEDGE

No previous knowledge specifically needed.

## COURSE SYLLABUS

The content of the 2 workshops is mainly focused on the development of their self-leadership, as well as effective interpersonal communication and teamwork basic skills, as the foundations of leadership and other professional competencies.

Most important concepts / contents to be worked in this course:

- "Homo viator".
- Dialogic look / regard: we build us as human beings in the encounter with others.
- The value of generosity (to give and to receive).
- The value of proactivity.
- The importance of attitude: respect for others, openness to wonder and learning.
- Self-leadership as a precondition for the Leadership of others.
- Concepts of "success" and "power".
- MBTI Myers-Briggs Type Indicator program to improve self-knowledge, to better get to know others and how this affects our interpersonal communication and teamwork skills.

## EDUCATION ACTIVITIES

The attendance to the workshops is mandatory, as they are meant to be 100% experiential. Besides these workshops, the students will have to do an on-line test (MBTI Myers-Briggs Indicator) prior to the 2nd. one, as well as some individual exercises related both with what we will work in class and their Camino de Santiago trip.

## DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
10 hours	15 hours

## SKILLS

Ability to wonder: applying the gaze, listening actively and welcoming the other.

Ability to lead oneself: developing with honesty; recognizing mistakes; learning permanently; being assertive and putting into action the truth; looking for austerity, humility and simplicity; generating a space for the other; and showing orientation to achievement and desire for constant improvement.

## LEARNING RESULTS

The student will be able to approach his reality with another look, contemplating and appreciating his surroundings from the astonishment, with openness to the wonder that is life and his own life.

The student will be able to see and accept the other from his own vulnerability and imperfection, welcoming him as his traveling companion, as his complement.

The student will know better himself, previous step to work on his future personal and professional development plan.

The student will be prepared to become aware of the importance of leading himself to be able to lead others in the future, and what this entails of proactivity, responsibility and development of intra and interpersonal skills.

## LEARNING APPRAISAL SYSTEM

- Attendance and participation in class: 70%
- Individual assignments: 30%

Important: attendance to both workshops is MANDATORY and necessary to pass the course. There won't be any exam, as the course is essentially experiential.

EXCEPTIONAL CASES: If the student, for some reason, has not attended the two training workshops, he must also complete the MBTI test, verify its resulting type and also do the individual project that the Professor considers

appropriate to compensate for the learning that was not acquired in class.

## **BIBLIOGRAPHY AND OTHER RESOURCES**

### **Basic**

ALCAIDE, F. (2013): "Aprendiendo de los mejores". Alienta. Barcelona.

COVEY, S. (2015): "Los 7 hábitos de la gente altamente efectiva". Ed. Booket.

FRANKL, V. (2015): "El hombre en busca de sentido" (nueva edición). Ed. Herder.

ROVIRA, A. y TRIAS DE BES, F. (2004): "La buena suerte". Urano. Barcelona.

### **Additional**

BARRON, B.; TIEGER, P.; TIEGER, K. (2014): "Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type". Ed. Little, Brown US.

JERICÓ, P. (2016): "¿Y si realmente pudieras? La fuerza de la determinación". Alianza Editorial.

MYERS, I. (1998): "Introduction to Type: A Guide to Understanding Your Results on the MBTI Instrument". Ed. CPP Inc.