



International MBA Programme

Managing Oneself and Others

Methodological Guide



EADA

ESCUELA DE ALTA DIRECCIÓN
Y ADMINISTRACIÓN

PROGRAMME: INTERNATIONAL MBA 07/08

SUBJECT: MANAGING ONESELF AND OTHERS (25 0078 MI)

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INTRODUCTION

In order to establish effective relationships with others we must first be able to manage ourselves.

Our personal effectiveness depends on how well we achieve balance: between self-confidence in our abilities and a self-critical attitude to stimulate us to new learning; between positively acknowledging our accomplishments and assessing the gap of our undeveloped potential; between being flexible in responding to our environment and having a structure and habits that support our efficiency.

In a leadership role, our effectiveness lies to a great degree in reaching this personal balance before we can expect to be able to effectively influence those around us. The principal focus of this module is thus on the skills, abilities and attitudes that increase our self-management, initiative, and self-motivation, then on effectively communicating with others.

Participants will be encouraged to orient their personal learning and development process towards the search for resources and skills that help them grow as persons and professionals. At the same time, they will be challenged to question their habitual way of thinking and doing things.

AIMS

- Identify and develop the key tools to personal effectiveness, based on a proactive outlook and personal leadership.
- Facilitate self-reflection and identify the sources of self-motivation and demotivation.
- Improve interpersonal communication skills.
- Optimize time management as a key element in effective self-management.

METHODOLOGY

The module will incorporate diverse methodologies: experiential activities and individual and group reflection will be predominant. The mix of methodologies permits a more effective learning result that can be easily related to real situations and personal development..

EVALUATION

Each participant will be evaluated based on their knowledge of the specific subject as well as on the quality and consistency of their participation. The mark for the module will reflect the participant's attendance at all sessions, full active participation in the dynamics of the sessions and the quality of their individual contributions

BIBLIOGRAPHY

- COVEY, S. *Seven Habits of Highly Effective People*, 1990.
- GARRET, S. *Organize Your Time*, 1999.
- GOLEMAN, D. *Emotional Intelligence*, 1995.
- GOLEMAN, D. *Working with Emotional Intelligence*, 1998.
- LUNDIN, M.D. *Fish! The Team's Effectiveness depends on its capacity to motivate its members*, 2001.
- MITROFF, I. *Smart thinking for crazy times*, 1998.

CLASS SESSIONS

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SESSION	TOPIC	MATERIAL
1	Introduction to Module Interpersonal Communication: - Assertiveness - Active listening - Johari Window	<ul style="list-style-type: none"> • Reading: (54858) Leadership That Gets Results • Slides: <ul style="list-style-type: none"> - (54876) Assertiveness - (54866) Communication • Technical Note: (50730) Abilities Which Ensure Effective Communication
2	Personal Leadership Circle of Influence and Circle of Concern Activity and Reflection	<ul style="list-style-type: none"> • Slides: (54875) The 7 Habits • Reading: (54050) How to Lead When You're Not the Boss
3	Review of personal commitments. creating a vision exercise	<ul style="list-style-type: none"> • PPC
4	Personal Challenge Motivation Vision/ Objectives and self-motivation	<ul style="list-style-type: none"> • Outdoor exercise • Questionnaire: (50734) Factors Producing Satisfaction and Dissatisfaction • Slides: (54868) Motivation • Technical note: (51100) Motivation • Exercise: (54824) Self Management
5	Time Management Decision Making and Self-development – Group feedback exercise	<ul style="list-style-type: none"> • Slides: (54878) Time Management • Technical note: (54857) Notes on "Time Management" • Questionnaire: (56042) Affirmations about Time Management • Reading: (55673) Decision Making