

Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2019-2020

Teaching guide

Area: Human Resources and Organization Management

Subject: Managing Professional Development

Period: Semester 8

Lecturers:

Ms. Gisela Domínguez Picart

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MODULE: INTERNATIONAL TOURISM AND HOSPITALITY MANAGEMENT

AREA: HUMAN RESOURCES AND ORGANIZATION MANAGEMENT

SUBJECT: MANAGING PROFESSIONAL DEVELOPMENT

CODE: OB8HRM-II

LANGUAGE: ENGLISH

YEAR: 4

PERIOD: SEMESTER 8

CREDITS: 2 ECTS

1. Subject objectives

The overall purpose of this subject is to provide you with help and support in regards to your career development in an increasingly competitive and pressurized world.

In order to do so the following methodology will be followed:

- A) Creation of a Professional Development Plan
- B) Professional Development Activities
- C) Mentoring Sessions

The combination of these 3 activities will allow you to gain awareness in regards to where you are now, where you want to go and how you can get there on top of that you will be able to build up transferable skills such as self- awareness, adaptability to change, empathy and time management.

2. Competencies developed

Basic

B02 - Be able to apply knowledge.

B04 - Be able to communicate information and/or knowledge in one's mother tongue, as well as in at least two foreign languages.

B05 - Be able to learn autonomously and continuously

General

G04 - Knowledge of yourself: be able to read your emotions and judge their impact, and be able to

control them and your negative emotions. Understand your strong points and your limitations and apply these to the professional environment.

G06 - Interpersonal Empathy/Comprehension: understands other people's emotions, understands their points of view and is genuinely interested in their concerns.

G07 - Team work and collaboration: Cooperates actively and jointly in achieving common objectives.

G08 - Conflict management: be able to negotiate and resolve disagreements.

G09 - Sensitivity and intercultural awareness: understands and interprets the influence of culture on the values and behaviours of individuals and organizations.

G12 - Development of Organizational Culture: understands the relationships and lines of action within the organization.

G13 - Personal development: potentialize other's abilities through ?feedback? and ?coaching?. Implies constant effort to improve learning in others from an appropriate analysis of their needs and the needs of the organization, as well as empowering others to work as a team effectively.

G14 - Change Management: able to initiate and manage change

G15 - Leadership: demonstrates the intention of assuming a leadership role of a group or a work team. Implies the desire to guide others which may not be associated to positions of formal authority.

Specific

E11 - Plan and manage human resources in tourism organizations.

E13 - Lead and manage the various types of tourism organizations.

3. Content

Session 1: Discover Yourself.

Session 2: Benchmark Yourself. Guest Speaker: Future of work.

Session 3: Launch your career. Job Forum presentation.

Session 4: Launch your career. Guest speaker: The power of a hospitality industry professional .

Session 5: Launch your career. Guest Speaker: How to shine in the hospitality industry being an excellent professional.

Session 6: Guest Speaker: Managing emotions when starting a professional career.

4. Teaching methodology

Plenary Lectures. The sessions are organized into self-contained capsules of knowledge in which the student receive information about the next stage planned in the subject and topics related to how to manage a professional career successfully

Practical Exercises. Exercises designed to implement issues in reference to career management.

These exercises are complemented with optional mentoring sessions

Readings. Articles, documents, web sites are suggested for helping students to complete the activities and also for extending their knowledge if they want to deepen the topic

5. Assessment activities

Regular examination call

- **Discover Yourself (Feb, 20/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Benchmark Yourself (Mar, 05/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Launch Your Career (Mar, 19/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Professional Development Plan (Apr, 23/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

The grades of the assessments will be averaged only if all items are marked 5.0 or higher.

All the evaluation activities that received a 5 or more in the regular examination call will be kept.

70% of attendance is mandatory for passing the subject in the regular call.

Resit examination call

- **Discover Yourself (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Benchmark Yourself (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

• **Launch Your Career (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

• **Professional Development Plan (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

The grades of the assessments will be averaged only if all items are marked 5.0 or higher.

All the evaluation activities that received a 5 or more in the regular examination call will be kept.

Repeating students without attendance: regular examination call

• **Discover Yourself (May, 04/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

• **Benchmark Yourself (May, 04/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

• **Launch Your Career (May, 04/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

• **Professional Development Plan (May, 04/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

The grades of the assessments will be averaged only if all items are marked 5.0 or higher.

All the evaluation activities that received a 5 or more in the regular examination call will be kept.

Repeating students without attendance: resit examination call

- **Dicvover Yourself (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Benchmark Yourself (Jun, 02/2020)**

Academic Work (Individual - 25%)

Evaluated competences: B02,B04,B05,G04,G06,G07, G08,G09, G12, G13, G14, G15, E11, E13

- **Launch Your Career (Jun, 02/2020)**

Academic Work (Individual - 25%)

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The grades of the assessments will be averaged only if all items are marked 5.0 or higher.

All the evaluation activities that received a 5 or more in the regular examination call will be kept.

Follow-up meetings

Week 2 (Feb, 06/2020), 11:30h

Week 6 (Mar, 05/2020), 11:30h

Week 10 (Apr, 02/2020), 11:30h

6. Bibliography

Mandatory readings

Robbins, S.P. and Judge, T.A. (2013, 15th edition): Organizational Behaviour. New Jersey: Pearson Prentice HallSee chapters/pagesALL

Recommended readings

Belbin, R.M. (1995): Management Teams: why they succeed or fail. Burlington: Belbin Associates See chapters/pages ALL

Senge, P. M. (1990): The Fifth Discipline. New York: Doubleday (Random House) See chapters/pages ALL

7. Lecturer/s

Ms. Gisela Domínguez Picart (Head lecturer) - gisela.dominguez@htsi.url.edu

8. Observations

* Information on the academic calendar, exam timetables, and room assignment will be posted on the virtual campus and on the Faculty's web site once it is available.