

Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2018-2019

Teaching guide

Area: Human Resources and Organization Management

Subject: Managing Professional Development

Period: Semester 8

Lecturers:

Ms. Gisela Domínguez Picart
Ms. Itziar Ramírez García

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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) Individual 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: Discover Yourself Workshop.

Session 3: Benchmark Yourself.

Session 4: The future of work Guest Speaker.

Session 5: Benchmark Yourself Workshop.

Session 6: Benchmark Yourself Workshop.

Session 7: Guest Speaker (verbal and non- verbal communication).

Session 8: Make an impact, professional pitch.

Session 9: Make an Impact + feedback.

Session 10: Make an Impact Workshop.

Session 11: Mentoring.

Session 12: Mentoring.

Session 13: Launch Your Career.

Session 14: Launch Your career Guest Speaker.

Session 15: Launch your career workshop.

4. Teaching methodology

Plenary Lectures.

Student Presentations (individual or group).

Role-plays.

Practical Exercises.

Working individually or in groups.

Supervised Projects.

Readings.

5. Assessment activities

Regular examination call

- **Launch Your Career (Mar, 15/2018)**

Academic Work (Individual - 20%)

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

- **Discover Yourself (Feb, 01/2019)**

Academic Work (Individual - 20%)

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

- **Benchmark Yourself (Feb, 15/2019)**

Academic Work (Individual - 20%)

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

- **Make an Impact (Mar, 01/2019)**

Academic Work (Individual - 20%)

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

- **Professional Development Plan (Apr, 24/2019)**

Academic Work (Individual - 20%)

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.

The maximum grade that the student can obtain at the retake examination call is a 5.

Attendance is mandatory 70% for passing the subject.

NO FINAL EXAM.

Resit examination call

• Discover Yourself (Jun, 05/2019)

Academic Work (Individual - 20%)

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

• Benchmark Yourself (Jun, 05/2019)

Academic Work (Individual - 20%)

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

• Make an Impact (Jun, 05/2019)

Academic Work (Individual - 20%)

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

• Launch Your Career (Jun, 05/2019)

Academic Work (Individual - 20%)

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

• Professional Development Plan (Jun, 05/2019)

Academic Work (Individual - 20%)

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.

The maximum grade that the student can obtain at the retake examination call is a 5.

Repeating students without attendance: regular examination call

- **Content will be the one corresponding to the slides of Professor Iñaki Bustinduy 2017-2018. (May, 09/2019)**

Final exam (Individual - 100%)

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

Repeating students without attendance: resit examination call

- **Content will be the one corresponding to the slides of Professor Iñaki Bustinduy 2017-2018. (Jun, 05/2019)**

Final exam (Individual - 100%)

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

Follow-up meetings

Week 1 (Feb, 01/2019), 14.30

Week 7 (Mar, 15/2019), 14.30

Week 10 (Apr, 05/2019), 14.30

6. Bibliography

Mandatory readings

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

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. Itziar Ramírez García (Head lecturer) - itziar.ramirez@htsi.url.edu

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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.