

HS 234 Personal and Professional Development
Class of 2004 Fall 2002 Syllabus

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Fall Quarter Learning Goals: The goal of this course is to introduce and apply particular skills and abilities that can assist an individual in his/her personal and professional development. The specific focus of this quarter will be on intrapersonal and interpersonal skills that are emerging as key competencies to personal and professional success in the today's turbulent working environments (Vail, 1996). Assessments and evaluation tools will be employed and used as a basis for intrapersonal reflection, assignments and group discussions. Skill practice and applications will be supported through course materials, assignments and in-class exercises.

Key Concepts and skills ; Emotional Intelligence, Self-awareness, Continual Learning, Time and Stress Management, Effective and Supportive Communication, and Conflict Resolution

There are two primary texts for this course work, which will occur over 3 quarters (to be explained in class) Hand outs will be provided on occasion as additional required reading:

1. **Executive EQ Emotional Intelligence in Leadership and Organizations by Robert Cooper and Ayman Sawaf. New York: Perigree Business . (EQ)**
2. **Developing Management Skills; by David Whetten and Kim Cameron, Menlo Park, Ca: Addison-Wesley Educational Publishers Inc. (DMS)**

Assignments: Reaction paper assignments- on selected readings you will be asked to write a short reaction paper addressing; What you liked about the article, any critique you might have and, most importantly , what you learned and how you will apply that learning in your professional and/or personal life. Reaction papers are anticipated to be between 250-750 words (1-2pages)

Learning/reflection journal and journal report - to help you reflect on your personal development process and gain insight on emergent learning patterns, you will be keeping a journal to write down your thoughts and learning experiences over the first quarter. The journal itself will not be turned in. Instead a journal report form will be filled out once a month, giving you an opportunity to reflect upon and report significant learning points or insights that have transpired.

Case Development Assignments – These assignments will be discussed and delineated during the first two class sessions.

TBA = To be Announced

<u>Session #</u>	<u>Topics</u>	<u>Reading</u>
Session#1 Sept. 21	<ul style="list-style-type: none"> ◆Introduction to course: What? Why? How? ◆Empirical Research and linkages to other course work ◆Core Competencies for Effective Leaders & Managers ◆Emotional Intelligence 	DMS; pp. 1-17 EQ; pp. xi-xxxiv
<u>Assignment Due 10/5: Reaction paper to stress reduction activities; Begin Learning Journal</u>		
(continued on next page)		

<u>Session #</u>	<u>Topics</u>	<u>Reading</u>
Session#2 Oct. 5	<ul style="list-style-type: none"> ◆Managing Time and Stress ◆Resilience and Renewal ◆Potential & Purpose ◆Discussion of meaning and application of assessments 	DMS; Chpt.2, EQ; Chpt. 8, EQ; Chpt. 9

Assignment Due 10/12: Reaction paper on EO Chapters 1-3; Learning Journal Report

Session #3 Oct. 12	<ul style="list-style-type: none"> ◆Emotional Honesty ◆Emotional Energy ◆Emotional Feedback 	EQ: Chpt 1 EQ; Chpt. 2 EQ; Chpt. 3
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Assignment Due 10/26: Object of importance & TBA

Session#4 Oct. 26	<ul style="list-style-type: none"> ◆Key dimensions of self-awareness; ◆Practical Intuition ◆Building a relationship with yourself and fostering relationships with others ◆ Natural Networking (Planting Seeds) 	DMS; Chpt. 1 EQ; Chpt. 4 Handouts Handouts
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Assignment Due 11/17: TBA & Learning Journal Report

Session#5 Nov. 9	<ul style="list-style-type: none"> ◆Effective and supportive communication ◆Working with difficult people ◆Authentic Presence 	DMS; Chpt. 4 Handouts EQ; Chpt. 5
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Assignment Due 11/30: Reaction paper on Readings

Session#6 Nov. 23	<ul style="list-style-type: none"> ◆Managing Conflict ◆Trust Radius ◆Influence without authority 	DMS; Chpt. 7 EQ; Chpt. 6 EQ; Chpt. 12
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Assignment Due 12/15: TBA & Learning Journal Report

Session#7 Dec. 14	<ul style="list-style-type: none"> ◆Opportunity Sensing ◆Creating the Future ◆Your self-development plan ◆Learning Intentions for Winter Quarter 	EQ; Chpt. 15 EQ; Chpt. 16
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