

Managing Yourself for Career Success

Section 1

Instructor/Title	Professor Arif Iqbal
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【Course Outline / Description】

This class invites the student on a journey of personal exploration and development with the explicit goal of learning and developing habits and skills that will lead to greater career success. To achieve this, the course prepares the student for critical moments in the start of a new job and career, and guides the student to develop a set of skills that are designed to enhance their longer term chances of success.

Section 2

【Course Objectives/Goals/Learning Outcomes】

This course will:

- Increase the student's conceptual understanding of the soft skills needed for career success;
- Help the student to construct a disciplined action plan to develop/enhance these career defining skills from the start of their career;
- Help the student to understand the importance of, and to develop skills to become politically savvy;
- Allow the student to develop the habits and competencies that enable control of career development and to become an effective leader.

Section 3

【Class Schedule/Class Environment, Literature and Materials】

	Schedule of Instruction	Work outside of Classroom Activities
Lesson 1 (09/04)	Student, Teacher, and Course Introduction; Discussion: What is Success?	Familiarization with BlackBoard; Start Resume Prep; Complete Online Assessment on Strengths
Lesson 2 (09/07)	Leadership Development Group (LDG) - Team Building Exercise	Online Assessment: CliftonStrengths Survey to be completed and given to the Professor
Lesson 3 (09/11)	Building Self-Awareness: Why is self-awareness Important and how to leverage strengths and manage weaknesses? Leadership Development Group Exercise	Exercise: Individual Value Assessment
Lesson 4 (09/14)	Building Self-Awareness: What are your Rich Habits and Poor Habits? Leadership Development Group Exercise	Continue Resume Prep
Lesson 5 (09/18)	Building Self-Awareness: What is the lifelong role of Individual values at work? What personal values form your beliefs? Leadership Development Group Exercise	Watch Video: Personal Brand Statement
Lesson 6 (09/21)	How to build a Personal Brand? How to craft and leverage a Personal Brand Statement? How to Select a Company To Work For? Leadership Development Group Exercise	Register for LinkedIn
Lesson 7 (09/25)	Personal Brand Statement and LinkedIn Summary Presentations	Personal Brand Statement and LinkedIn Summary Due Upload Resume on LinkedIn
Lesson 8 (09/28)	How to have a Structured Learning Approach to Maximize Your Impact in The First 90 (+30) Days at Work? Leadership Development Group Exercise	Develop 90 Day checklist Reading: Build High Quality Connections

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Lesson 9 (10/02)	Building Trust: Who Do You Trust and Why Should Someone Trust You? Leadership Development Group Exercise	Reading: Empathy and Non-Violent Communication
Lesson 10 (10/05)	Communication: What is Empathy? How Can You Learn and Practice Non-Violent Communication? How to leverage the SCARF? Leadership Development Group Exercise	Video: Telling Leaders What to Stop
Lesson 11 (10/09)	Communication: What is the Best Way to Give Feedback and Receive Feed Forward? Leadership Development Group Exercise	Reading: Horan Ch 1-2
Lesson 12 (10/12)	What is Organizational Power? Who Has It and How Does One Manage it? Leadership Development Group Exercise	Reading: Horan Ch 3-4
Lesson 13 (10/16)	How to be Politically Savvy? Leadership Development Group Exercise	Reading: Horan Ch 5-6
Lesson 14 (10/19)	How to Manage Your Boss and Your Performance Reviews? Leadership Development Group Exercise	Reading: Horan Ch 7-10 Updating 90 Day Checklist
Lesson 15 (10/23)	Review of Organizational Politics and How to Navigate Power Maps? Leadership Development Group Exercise	Due: Personal Board of Directors Exercise
Lesson 16 (10/26)	NO CLASS - GAIDAI SAI	Reading: Marshall Goldsmith, Triggers Part I (Ch 1-4)
Lesson 17 (10/30)	How To Overcome Procrastination and Take Control of Your Life? Leadership Development Group Exercise	Reading: Marshall Goldsmith, Triggers Part I (Ch 5-8)
Lesson 18 (11/02)	What are Triggers and How Do We Leverage Them For Our Goals? Leadership Development Group Exercise	Reading: Marshall Goldsmith, Triggers Part II (Ch 9-13)
Lesson 19 (11/06)	Triggers II Leadership Development Group Exercise	Reading: Marshall Goldsmith, Triggers Part III (Ch 14-20)
Lesson 20 (11/09)	What is Leadership? How Can You Become a Better Leader? Leadership Development Group Exercise	Reading: Marshall Goldsmith, Triggers Part IV (Ch 21-22)
Lesson 21 (11/12)	Triggers Presentations	Due: Assignment on Triggers
Lesson 22 (11/16)	What Are Career Derailers That You Should Be Aware of? Leadership Development Group Exercise	Reading: Manage Your Energy Exercise: Wheel of Balance
Lesson 23 (11/20)	The Myth of Work-Life Balance How to Manage Your Energy, Not Your Time?	Exercise: Healthy Mind Platter Reading on Resilience
Lesson 24 (11/23)	What is Resilience and How Do you Cultivate It?	Due: Assignment on Personal Crucible
Lesson 25 (11/27)	How to Manage Ethical Dilemmas and Potential Minefields? Leadership Development Group Exercise	Prep For Final Presentation
Lesson 26 (11/30)	How to Shine in A Japanese Environment?	Prep For Final Presentation
Lesson 27 (12/04)	Individual Learnings Presentations FeedForward from Professor and Colleagues	Prep For Final Presentation
Lesson 28 (12/07)	Individual Learnings Presentations FeedForward from Professor and Colleagues	Prep For Final Presentation
Lesson 29 (12/11)	Individual Learnings Presentations FeedForward from Professor and Colleagues	Prep Personal Learning Journals for Submission
Lesson 30 (12/14)	Course Review, Feedback, & Celebration	Prep for Final Exam Personal Learning Journals Due

【Textbooks/Reading Materials】

Textbook 1	
Title	I Wish I'd Known That Earlier in My Career: The Power of Positive Workplace Politics
Author	Jane Horan
Publisher	Wiley (2011)
ISBN	470829680 (978-470829684)
Textbook ②	
Title	CliftonStrengths for Students: Your Strengths Journey Begins Here
Author	Don Clifton/Gallup
Publisher	Gallup Press; Har/Psc edition (July 25, 2017)
ISBN	1595621253; 978-1595621252
Textbook ③	
Title	Triggers: Sparking Positive Change and Making it Last
Author	Marshall Goldsmith
Publisher	Profile Books; Main Edition (March 26, 2015)
ISBN	1781252815 ; 978-1781252819
Notes	Additional reading materials are web based and/or will be distributed in class.

Section 4

【Learning Assessments/Grading Rubric】

Final Exam	20	%
Class/LDG Participation	20	%
Writing Assignments	30	%
Personal Learnings Journal	20	%
(Final Presentation)	10	%

Section 5

【Additional Information】

Course Regulations:

Throughout this course, students will be involved in an in-depth career development plan by working on class exercises/problems, and discussing special topical readings.

As much as possible, this course will simulate a real corporate setting with the expectation that the student will behave as if on a real job. Each week we are simply focused on being better than we were the week before.

It is important for you to know that I will not provide any notes because I want you to create your own notes as you listen to the lecture. By making your own notes for every lecture, not only will this help you to understand and learn the material, but also it will prepare you to take very good meeting minutes (a required skill for career advancement).

Each student will submit a copy of their Daily Learnings Journal at the end of the Semester. Instructions for the Daily Learnings Journal will be provided on the first day of class.

Presentation/Participation Guidelines:

I will try and create an interactive learning environment and a focus on real world experiences and it is critical that students be active participants in class, providing critical

analyses of key issues and debating alternative courses of action. This requires careful preparation of the assigned readings before class. You will inevitably be asked to present on material covered in class.

Each class member will be assigned to a Leadership Development Group (LDG). These LDG enable students to discuss personal materials with a higher level of openness and reflection versus otherwise possible in the presence of a faculty member. Each LDG will be facilitated by a member of the same group with each member being given a chance to facilitate and build Group Facilitation Skills. These LDG will allow a more in-depth mastery of the topics discussed in class.

Pre-Requisite: This course will be much more meaningful for you if you have had prior internship/work experience.