

Managing Yourself for Career Success

Section 1

Instructor/Title	Professor Arif Iqball
Office/Building	2433
Office Hours	TBD
Contacts (E-mail)	aiqball@kansaigaidai.ac.jp

【Course Outline / Description】

This class utilizes a highly interactive, group coaching based approach to facilitate learning, and invites the student on a journey of personal exploration and development with the explicit goal of cultivating and managing mindsets, habits, and skills that lead to greater personal and 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 personal and 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		
	Schedule of Instruction	Work outside of Classroom Activities
Lesson 1	Student, Teacher, and Course Introduction; Discussion: What is Success?	Familiarization with BlackBoard; Complete Online Assessment on Strengths
Lesson 2	Leadership Development Group (LDG) - Team Building Exercise; Learning to See (the Goodness in) Each Other	Online Assessment: VIA Strengths Survey to be completed and a copy of the results to be given to the Professor
Lesson 3	Building Self-Awareness: Why is self-awareness important and how to leverage strengths and manage weaknesses? Leadership Development Group Exercise	Exercise: Individual Value Assessment Reading: Stretch – Part 1
Lesson 4	Building Self-Awareness: What are your Rich Habits and Poor Habits? Exploring the 5AM Club and other productivity habits Leadership Development Group Exercise	Watch Video: Personal Brand Statement Reading: Stretch – Part 2

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Lesson 5	<p>Building Self-Awareness:</p> <p>What is the lifelong role of Individual values at work?</p> <p>What personal values form the core of your beliefs?</p> <p>How do we see Truth, Beauty & Goodness?</p> <p>Leadership Development Group Exercise</p>	<p>Continue Resume Prep</p> <p>Reading: Stretch – Part 3</p>
Lesson 6	<p>How to build a Personal Brand?</p> <p>How to craft and leverage a Personal Brand Statement?</p> <p>How to Select a Company to Work For?</p> <p>Leadership Development Group Exercise</p>	<p>Register for LinkedIn</p> <p>Reading: Stretch – Part 4</p>
Lesson 7	<p>Personal Brand Statement and LinkedIn Summary Presentations</p>	<p>Personal Brand Statement/LinkedIn Summary Due</p> <p>Reading: Stretch – Part 5</p>
Lesson 8	<p>How to have a Structured Learning Approach to Maximize Your Impact in The First 90 (+30) Days at Work?</p> <p>Leadership Development Group Exercise</p>	<p>Develop 90 Day checklist</p> <p>Reading: Build High Quality Connections</p>
Lesson 9	<p>Building Trust: Who Do You Trust and Why Should Someone Trust You?</p> <p>Explore Individual Leadership Styles</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Empathy and Non-Violent Communication</p>
Lesson 10	<p>Communication: What is Empathy and how do we become great at it?</p> <p>How to leverage the SCARF Model to improve your communication?</p> <p>Leadership Development Group Exercise</p>	<p>Video: Telling Leaders What to Stop</p>
Lesson 11	<p>Communication: What is the Best Way to Give Feedback and Receive Feed Forward?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Horan</p>
Lesson 12	<p>What is Organizational Power? Who Has It and How Does One Manage it?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Horan</p>
Lesson 13	<p>How to be Politically Savvy?</p> <p>Leadership Development Group Exercise</p>	<p>Journal Exercise</p>
Lesson 14	<p>How to Manage Your Boss and Your Performance Reviews?</p> <p>Leadership Development Group Exercise</p>	<p>Updating 90 Day Checklist</p>
Lesson 15	<p>Review of Organizational Politics and How to Navigate Power Maps?</p> <p>Leadership Development Group Exercise</p>	<p>Due: Personal Board of Directors Assignment</p>
Lesson 16	<p>Leadership Development Group Exercise - PBOD</p>	<p>Reading: Goldsmith, Triggers Part I (Ch 1-4)</p>
Lesson 17	<p>How to Overcome Procrastination and Take Control of Your Life?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Goldsmith, Triggers Part I (Ch 5-8)</p>
Lesson 18	<p>What are Triggers and How Do We Leverage Them for Our Goals?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Goldsmith, Triggers Part II (Ch 9-13)</p>
Lesson 19	<p>Triggers II</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Goldsmith, Triggers Part III (Ch 14-20)</p>
Lesson 20	<p>What is Leadership?</p> <p>How Can You Become a Better Leader?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Goldsmith, Triggers Part IV (Ch 21-22)</p>
Lesson 21	<p>Leadership Development Group Exercise - Triggers</p>	<p>Due: Assignment on Triggers</p>
Lesson 22	<p>What are Career Derailers That You Should Be Aware of?</p> <p>Leadership Development Group Exercise</p>	<p>Reading: Manage Your Energy</p> <p>Exercise: Wheel of Balance</p>
Lesson 23	<p>The Myth of Work-Life Balance</p> <p>How to Manage Your Energy and Not Your Time?</p>	<p>Exercise: Healthy Mind Platter</p> <p>Reading on Resilience</p>
Lesson 24	<p>Vulnerability; What is Resilience and How Do you Cultivate It?</p>	<p>Due: Assignment on Personal Crucible</p>
Lesson 25	<p>Managing Shame and the Inner Critic</p> <p>Leadership Development Group Exercise</p>	<p>Journal Exercise</p>
Lesson 26	<p>Leadership Development Group Feedback & Gratitude</p> <p>Leadership Development Group Exercise</p>	<p>Prep for Final Presentation; Complete Journals</p>
Lesson 27	<p>Individual Learnings Presentations</p> <p>FeedForward from Professor and Colleagues</p>	<p>Prep for Final Presentation; Complete Journals</p>
Lesson 28	<p>Individual Learnings Presentations</p> <p>FeedForward from Professor and Colleagues</p>	<p>Prep for Final Presentation; Complete Journals</p>

Lesson 29	Individual Learnings Presentations FeedForward from Professor and Colleagues	Complete Journals
Lesson 30	Course Review, Feedback, & Celebration	Prep for Final Exam Personal Learning Journals Due
Notes	The schedule is tentative; the topics covered on each proposed date may change/expand depending on the understanding, background, interest and pace of the students. To facilitate learning and development, students must be open to sharing of personal insights, experiences, ambitions, and concerns.	

【Textbooks/Reading Materials】

Textbook 1	
Title	Stretch: How to Future-Proof Yourself for Tomorrow's Workplace [1 ed.]
Author	Karie Willyerd, Barbara Mistick, Joseph Grenny
Publisher	Wiley
ISBN	1119087252, 9781119087250
Textbook ②	
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	10	%
Class/LDG Participation	20	%
Writing Assignments	40	%
Personal Learnings Journal	15	%
Final Presentation	15	%

Section 5

【Additional Information】

Course Regulations:

Throughout this course, students will be involved in an in-depth personal and 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 twice during the Semester. Instructions for the Daily Learnings Journal will be provided on the Second 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.