

Managing Yourself for Career Success

Section 1

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【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 Introductions. Discussion: Why is self-awareness important? Exploring concepts of Fixed Mindset; Comfort Zone; Johari Window	Familiarization with BlackBoard & Online Platform VIA Strengths Survey to be completed Reading: Clear, Atomic Habits - Fundamentals Journal Exercise
Lesson 2	Leadership Development Group (LDG) - Handling Strengths and Weaknesses. Learning to See (the Goodness in) Each Other	Exercise: Individual Value Assessment Reading: Clear, Atomic Habits - The 1st Law Journal Exercise
Lesson 3	Understanding and Leveraging Personal Values LDG Exercise	Reading: Clear, Atomic Habits - The 2nd Law Journal Exercise
Lesson 4	Expanding our Comfort Zone LDG Exercise	Reading: Clear, Atomic Habits - The 3rd Law Journal Exercise

Lesson 5	Exploring Identity & Associated Self-Limiting Beliefs LDG Exercise	Continue Resume Prep Reading: Clear, Atomic Habits - The 4thLaw Journal Exercise
Lesson 6	Wheel of Life - Concept of Personal and work/life integration/balance LDG Exercise	Register for LinkedIn Reading: Clear, Atomic Habits - Advanced Tactics Journal Exercise
Lesson 7	Getting Things Done (GTD) using Smart Goals/Habits	Due: Assignment on Atomic Habits Journal Exercise
Lesson 8	Triggers LDG Exercise	Watch Video: Personal Brand Statement Journal Exercise
Lesson 9	Personal Branding/ LinkedIn Profile LDG Exercise	Journal Exercise Prepare Personal Brand Statement
Lesson 10	Group Work on LinkedIn Profile LDG Exercise	Journal Exercise Prepare Personal Brand Statement
Lesson 11	PVP Presentations	Personal Brand Statement/LinkedIn Profile Summary Completion Journal Exercise
Lesson 12	PVP Presentations	Journal Exercise Prepare PBOD assignment
Lesson 13	First 90 Days LDG Exercise	Journal Exercise Prepare PBOD assignment
Lesson 14	Organizational Politics; How to Navigate Power LDG Exercise	Journal Exercise Prepare PBOD assignment
Lesson 15	Career Derailers/Managing Your Boss/Dealing with Bad Bosses LDG Exercise	Due: Personal Board of Directors Assignment Journal Exercise
Lesson 16	LDG Exercise - Feedforward	Assigned Reading: Brown Ch. 1&2 Journal Exercise
Lesson 17	Career & Life Q&A LDG Exercise	Assigned Reading: Brown Ch. 3&4 Journal Exercise
Lesson 18	Communication/Empathy/SCARF LDG Exercise	Assigned Reading: Brown Ch. 5&6 Journal Exercise
Lesson 19	Trust LDG Exercise	Assigned Reading: Brown Ch. 7 Journal Exercise
Lesson 20	Managing Shame & Inner Critic LDG Exercise	Brown: Personal Reflections Due Journal Exercise
Lesson 21	LDG Exercise - What is Leadership? How Can You Become a Better Leader?	Journal Exercise
Lesson 22	Best Leadership Experience; Situational Leadership LDG Exercise	Reading: Manage Your Energy Journal Exercise
Lesson 23	The Myth of Work-Life Balance How to Manage Your Energy and Not Your Time? LDG Exercise	Exercise: Healthy Mind Platter Reading on Resilience Journal Exercise
Lesson 24	What is Resilience? How Do you Cultivate It? LDG Exercise	Due: Assignment on Personal Crucible Journal Exercise
Lesson 25	Overcoming Perfectionism; Building Confidence LDG Exercise	Journal Exercise
Lesson 26	Individual Learnings Presentations	Prep for Final Presentation; Complete Journals
Lesson 27	Individual Learnings Presentations	Prep for Final Presentation; Complete Journals
Lesson 28	Individual Learnings Presentations	Prep for Final Presentation; Complete Journals
Lesson 29	Individual Learnings Presentations	Prep for Final Presentation; Complete Journals
Lesson 30	Course Review, Feedback, & Celebration Gratitude	Personal Learning Journals Due

Notes	The schedule is tentative; the topics covered on each proposed date may change/expand depending on the number, as well as 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.
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【Textbooks/Reading Materials】

Textbook 1	
Title	Braving the Wilderness: The Quest for True Belonging and the Courage to Stand Alone
Author	Brene Brown
Publisher	Wiley
ISBN	0812985818; 978-0812985818
Textbook ②	
Title	Atomic Habits
Author	James Clear
Publisher	Avery; International Edition (October 1, 2019)
ISBN	0593189647; 978-0593189641
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 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 LDG (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.