EAE Business School Barcelona

Bachelor Degree in Business Administration and Management and Business Transformation

Course: Leadership skills for organizational transformation

Subject: Professional development

Credits: 6 ECTS

Program: Bachelor

Modality: On-Site

Year: Second

Semester: First

1. Index

2.   Presentation

Professional skills are as important as technical skills and for this reason, the course "Professional Development" is meant to understand models, methods and tools that can be implemented in a company to leverage intellectual capital for organizational transformationl. The goal of the program is to raise awareness and determine that students begin to develop the soft skills needed to lead people and teams, and also to successfully lead throughout their career. In particular prepare students to have skills to control feelings, understand the complexity of organizations for their organizational transformation, and develop systemic thinking for a company's objective planning during its transformation and sustainable development.

3.   Learning outcome of the degree

- RAT1 - The graduate will be able to recognize the tasks of the different functional areas within a company or organization, taking into account previous theoretical learning about business structures.
- RAT2 - The graduate will identify the moral and ethical principles related to legal and social responsibility, derived from business action through theoretical learning of the regulations that apply to companies.
- RAT4 - The student will describe the techniques of management in the development of business organizations by means of different written tests.
- RAT7 - The student, after completing the Degree, will be able to identify the HR principles and practices of organizations through real-world case study learning.
- RAT8 - The graduate will be able to provide a detailed description of the principles of occupational risk assessment as well as the action plans required to implement them in a company.
- RAT9 - The student will be able to provide clear and precise explanations of any knowledge/information, both orally and in writing, in Catalan, Spanish and a third language, particularly English.
- RAT10 - The student will be able to apply digital technologies (at the right time) in his/her field of expertise.
- RAT11 - After completing the Degree, the student will be able to apply the teamwork techniques in an autonomous way.
- RAT18 - The student will be able to provide innovative, creative and entrepreneurial solutions in professional situations.
- RAT19 - The student will be able to evaluate the sustainability and social impact of the proposals presented, with ethical, environmental and professional responsibility.
- RAT20 - The student will be able to apply the gender perspective in the professional tasks.

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- RAT22 - After completing the degree, the student will be able to design work processes to achieve organizational efficiency.
- RAT24 - After completing the degree, the student will be able to design projects for IT services and systems in all business fields.

4. Learning outcomes of the subjects

- RAM1 - The student is able to properly recognize his or her own decision-making skills in the business environment.
- RAM2 - The student will be able to rigorously prepare the guidelines regarding the assigned tasks by complying with the deadlines proposed in the teaching guide of the subjects.
- RAM3 - Students will be able to generate proactive initiatives in order to minimize and prevent future problems.
- RAM5 - The student will be able to adapt in a solvent way to changes of idea or perception caused by people or situations in simulation exercises in a company.

5. Contents

Professional skills are as important as technical skills and for this reason, the course "Professional Development" is meant to understand models, methods and tools that can be implemented in a company to leverage intellectual capital for organizational transformation. The goal of the program is to raise awareness and determine that students begin to develop the soft skills needed to lead people and teams, and also to successfully lead throughout their career. In particular:

- Self-knowledge
- Emotions
- Emotional intelligence
- Motivation - Inspiration - Empathy Happiness
- Adaptability and resilience
- The complexity of organizations for their organizational transformation
- Mission, Vision and Values
- The systemic thinking
- Creativity
- Teamwork
- The assertiveness
- Leadership
- Active listening
- Planning objectives for organizational development.

6.   Methodolgy

Learning outcomes developed	Teaching methodology	Training activities
Knowledge	Master class	Teacher's presentations
	Instructional sessions	Student's presentations
	Tutoring	Meetings for the resolution of doubts
	Learning based on readings	Reading and analysis of documents
Skill	Learning based on projects	Problem solving
	Learning based on audio-visual	Audiovisual analysis
	Case-based learning	Search and processing of information. Problem solving
Competence	Project-based work	Reporting Submissions of reports or papers

7.   Evaluation

Evaluation system	Weight
Continuous evaluation: exercises, problems, reporting, papers, case studies	40 %
Mid-term exam	20 %
Final exam	40 %

When computing the final grade, the on-going activities (participation, in-class quizzes, seminar cases and group projects, midterm exam) will be weighted only if the final exam

grade is equal to or greater than 4.0. Therefore, to obtain a passing course grade, the final exam grade must be equal to or greater than 4.0. If the final exam grade is less than 4.0, the final exam grade becomes the final course grade, irrespective of the other grades. Students must take the final exam if they want to receive a quantitative course evaluation. Students who do not sit the final exam will receive a "No Show" overall course grade.

"The maximum grade that students may obtain on the revaluation tests [...] shall be 5,0. In addition, "the grade of the revaluation tests will, in any case, constitute the final grade of the subject". **Thus, only those students who having completed the partial exam, the final exam and have completed 100% of the activities of continuous assessment of the subject, are suspended (final grade of the subject less than 5) will be entitled to the exam."**

<u>Single Evaluation:</u> The single assessment consists of a single examination equivalent to 100% of the grade of the subject. The exam, and therefore the subject, is passed with a grade of 5 out of 10 in this final test.

To benefit from the single assessment, it is necessary to send the teacher a written request during the first 15 working days of the course.

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8.   Bibliography

- Roman, H. (2021). El libro de las habilidades de comunicación: cómo mejorar la comunicación personal. Ediciones Díaz de Santos.
- Boizán-Mesa, R., Aguilera-Lahera, M., & Rodríguez-Rondón, E. O. (2020). Las habilidades comunicativas como habilidades pedagógicas profesionales: una mirada desde la Orientación Profesional. EduSol, 20(71), 32-38.