

Course title	<i>Personal Development & Career Planning</i>
Course code	<i>S 9928</i>
Module coordinator	<i>Miriam Heinrich</i>
Lecturer	<i>Dr. Evangelia Markaki</i>
Level of course	<i>Bachelor – Master</i>
Recommended prerequisites	<i>None</i>
Type of course	<i>Block seminar</i>
Weekly lecture hours (SWS)	<i>2</i>
ECTS credits	<i>2</i>
Workload	<i>In total 60h, 30h course attendance, 30h self-study</i>
Assessment (grading; pass/fail)	<i>graded</i>
Regular cycle	<i>Each semester</i>
Language of Instruction	<i>English</i>
Contents:	<p><i>The modern professional environment and labor market change very quickly. Video cvs, interviews with robots, artificial intelligence, networking and employability are the new principles. The changes as well as the challenges that arise are multiple and particularly complicated. For every professional younger or not, it is necessary to respond to the market changes and challenges with self-confidence, realism as well as flexibility.</i></p> <p><i>The main ambition of this seminar-workshop is to make participants understand the modern professional environment and how to improve and develop their employability optimizing their potential.</i></p> <p><i>Therefore, this seminar- workshop provides the participants with the appropriate tools and give them the possibility to participate in interactive self and group activities sol as to develop self-improvement, to understand behaviors, to focus on reskilling and upskilling and to use the social networking for career boosting.</i></p>
Learning outcome (competencies):	<p><i>After having completed the seminar - workshop, the students will be able:</i></p> <ul style="list-style-type: none"> <i>• To develop further their personal plan of professional potential.</i> <i>• To organize their personal & professional development plan</i> <i>• To understand in which areas reskilling and upskilling is necessary</i> <i>• To deal with everyday challenges such as professional interviews, networking, teamwork, self presentation.</i>
Teaching methods	<p><input checked="" type="checkbox"/>Lecture <input checked="" type="checkbox"/>Group work</p> <p><input checked="" type="checkbox"/>Exercises <input type="checkbox"/>Simulation</p> <p><input type="checkbox"/>Video feedback <input checked="" type="checkbox"/>Others: interactive activities in class or online.</p>
Assessment methods	<i>Individual Assignment and active participation</i>
Recommended reading	<ul style="list-style-type: none"> <i>• Personal & Professional Development (2008). Compiled by Bob Stead. Pearson Custom Publishing (essential).</i>

	<ul style="list-style-type: none"> • <i>Payne, E., & Whittaker, L. (2006). Developing Essential Study Skills. Harlow: Pearson.</i> • <i>Fletcher, B., & Stead, R. W. (2000). Inner FITness and the FIT Corporation (Living in the Present Tense). London: Thomson Learning.</i> • <i>Blumberg, B., Cooper, D.R., & Schindler, P.S. (2011). Business Research Methods (3rd ed.). Maidenhead: McGraw Hill.</i> • <i>Bryman, A., & Bell, E. (2011). Business Research Methods (3rd ed.). New York: Oxford University Press.</i> • <i>Kapten, M., & Wempe, J. (2002). The Balanced Company: A Theory of Corporate Integrity. Oxford: Oxford University Press.</i> • <i>Vallance, E. (1995). Business Ethics at Work. Cambridge: Cambridge University Press.</i> • <i>Goodwin, B. (2000). Ethics at Work. Dordrecht, Netherlands: Kluwer Academic Publishers.</i> • <i>Holzberg, D. G., Clark, K. A., & Morningstar, M. E. (2018). Transition-focused professional development: An annotated bibliography of essential elements and features of professional development. Career Development and Transition for Exceptional Individuals, 41(1), 50-55.</i> • <i>Webster-Wright, A. (2009). Reframing professional development through understanding authentic professional learning. Review of educational research, 79(2), 702-739.</i> • <i>Moon, J. A. (2006). Learning journals: A handbook for reflective practice and professional development. Routledge.</i> • <i>Kennedy, A. (2005). Models of continuing professional development: A framework for analysis. Journal of in-service education, 31(2), 235-250.</i> • <i>Boud, D., & Hager, P. (2012). Re-thinking continuing professional development through changing metaphors and location in professional practices. Studies in continuing education, 34(1), 17-30.</i>
Additional information	<i>Intention for active participation in class and in the class / online activities is necessary for the successful completion of the course.</i>
Recognition of credits	