

## *“Career Planning and Development”*

**COURSE COORDINATOR** – prof. Jacek Miroński

### **COURSE OBJECTIVES**

The **three major objectives** of the course are to **inform**, **suggest**, and, most of all, **inspire**. The course is to provide the students with broad **information** on a variety of topics related to planning and implementing a global career, understood as a career which is a source of professional and personal growth, as well as fulfilment. The course intends to **suggest** the different *actions* that students like you may take on the ideas discussed. Those actions include self-reflection, job market analysis, key competences development, search for best practices. And finally, the course is to **inspire** the students by presenting a diversified picture and real life examples of unlimited opportunities that today’s and future world creates for your career development.

### **COURSE PERSPECTIVES**

We will approach the concept of a successful global career from **three perspectives: theoretical, practical and personal**. Based on solid, academic sources and using relevant **theories**, we shall define the concept of a successful career. Going from there, we will apply those theoretical view to **real life** examples by learning from business practitioners. In other words, we will try to discover a successful global careers in **practice**. Eventually, you should be able to translate the acquired knowledge, skills and experience to your **personal** situation.

### **EDUCATIONAL MODEL**

The educational model in this course involves new roles for both instructors and students. **Students** leave the traditional passive behavior of knowledge recipients to become **active**

**participants** of the learning construction. Rather than behaving just as experts in their areas, **instructors** will take on the responsibility of **tutors, facilitators and guides** of the teaching-learning process. This course aims to develop in you certain skills through the **individual and collaborative activities**, which are designed with the aim to promote your participation in sharing your opinions, experiences, views, thoughts and knowledge. **Self-learning** is very relevant in this course because it can help you to prepare yourself for different situations. Therefore, you should develop reading skills, critical analysis of a given situation, be ready to argue your own opinions, take an active role in discussions and exercises. Also, you should develop a work-plan for the activities that you have to submit and the learning goals that you want to accomplish in this course. **Collaborative learning** is an important strategy to help the students to learn from each other. This strategy can motivate cooperation between the team members in order to accomplish the learning activities designed for this course. Collaborative learning requires the exchange of ideas and discussions where you have to argue your own opinions and make constructive criticisms of the team members' points of views.

## **COURSE COMPONENTS**

The course consists of **four major interconnected modules**: (1) Career Navigation, (2) Extended DISC, (3) CV and recruitment interview, (4) Group Project.

### **Module 1 - Career Navigation**

**Instructor: Urszula Rapacka**, Career Consultant and Coach

This module offers an overview of key models, concepts and tools used by career advisors, coaches and HR departments to help professionals navigate their career journey. The aim of showing you these frameworks and tools is to help you think about your own professional path in a clearer and more structured way, but, even more importantly, to be able to stand at career crossroads, U-turns and roundabouts equipped with a set of tools that will help you make important decisions with integrity. In this module, we will clash evidence-based theoretical frameworks and job market data with a practitioner's perspective of having supported over a thousand clients from 5 continents and a range of industries. We will look at key concepts but also common misconceptions when it comes to managing one's career.

Additionally, we will test-drive some classic career coaching tools created to help people find a path that is consistent with their temperament, interests and values. The process you will follow in this module (and the entire Block Seminar) will allow you to define what a career is, to understand how different people frame success and what helps them thrive in today's dynamic job market, and finally to check how all that applies to you. We will combine self-reflection activities with pair and group work, along with lectures and group discussions, to provide you with a personal compass that can guide you through complex career choices.

## **Module 2 – Leadership career based on your natural potential**

**Instructor: Romeo Grzębowski** - Chief Inspiration Officer at Extended Tools Polska - company offering digital tools supporting recruitment, development and engagement of employees.

Extended DISC is a psychometric and workplace assessment tool designed to help individuals, teams and organizations to become more successful. It provides easy to use information on how to modify human behavior. The tool supports individuals and businesses to improve relationships, communication and key aspects of business such as leadership. Extended DISC assessments are based on concepts of human behavior from well renowned psychologists and behavioral theorists. Today Extended DISC assessments are part of the daily management system of thousands of organizations all around the world, with over one million assessments completed annually. During workshops you will learn about the Extended DISC Model and the Theory of Human Capacity that will help you discover your natural strengths and talents. We will also address these issues: How to align your working style to organization culture, type of team or development stage of a company? What type of tasks should you avoid or delegate? Why some people are very effective in some circumstances and not effective in others? A task to be completed before the workshops: Before the workshops you will receive a link to an online Extended DISC questionnaire. It takes only 10 minutes to complete. During the workshops you will receive your confidential Extended DISC Report describing your natural strengths and talents.

### **Module 3 – How to present yourself through outstanding CV and during recruitment process**

**Instructor: Natalia Leśnikowska** – Career coach and mentor at PromotionCoaching and manager at NielsenIQ, responsible for recruiting, developing and retaining talents.

During this module students will be exposed to methods of presenting themselves to recruiters through a CV, which will be highlighting their key strengths, competencies, so-far experiences, in the light of the direction in which they wish to develop professionally. We will focus on making the CV truly personal and unique, which is the key to success on the labor market, contrary to a CV which is based on “copy/paste approach” and templates widespread on the Internet. Lecturer will be sharing her real experiences which she gained as a manager during years of scanning candidates’ resumes before either inviting them to a job interview or rejecting them. Later in the module, we will focus on practical hints related to successfully presenting oneself during all further stages of recruitment process, both offline and online. The students will firstly receive practical advice on how they can prepare themselves at home, in order to, among others, overcome unnecessary stress and be prepared to freely answer the most challenging interview questions. We will discuss such crucial aspects as in-depth research about the company of interest, proving one’s motivation towards getting a job, building a trust-based relationship with recruiters, avoiding unnecessary digressions, asking final questions to recruiter etc.. Last but not least, we will touch upon the topic of dealing with failure experienced in recruitment processes, its potential reasons and how not to lose one’s motivation.

### **Module 4 - GROUP PROJECT**

The group project title is: “**Career Planning and Development**”. Each group has a lot of autonomy and freedom in choosing an exact content of the project as long as it suits the main umbrella topic, namely how to plan and develop a career.

Each group will be asked to prepare (1) a consulting report, and (2) a 30-minute interactive session. You will work in groups of 3 to 4 students.

The **consulting report** (CR) should be prepared in a PowerPoint (or similar) format. However, be aware that the document is designed for recipients to read it on their own, NOT for you to

use it as a presentation tool. Therefore, your CR should be self-explanatory and complete. By utilizing the PowerPoint (or similar) format, as compared to the traditional essay, you should be able to take advantage of graphics, layout and pictures in order to enhance your message.

The length of your CR (the body of your report) should be around 10 slides, **excluding** cover page, executive summary, agenda, bibliography and appendixes. Your report should start with a **cover page** containing the title of your project, group number and group members. An **executive summary** summarizes your report in such a way that readers can rapidly become acquainted with a body of material without having to read it all. It usually contains a brief statement of the purpose, problem or research question(s) covered in the report, background information, concise analysis and main conclusions. An **agenda** is an ordered sequence of items to be discussed in your report. It should indicate the logic and the completeness of your document. The objectives of an agenda include: to familiarize the readers with the topics to be discussed and indicate what outcome the readers may expect from the report. As your report should be an academic work based on solid sources (e.g. research papers), it must include a **bibliography**. Please use *Harvard Referencing Style* for all citations and references. If necessary you may add **appendixes** (a transcript from an interview you conducted, documents you referred to, etc.). However, appendixes are only supplemental materials, not the core of your report.

The **body of your report** should consist of about 10 slides. While including each slide, ask yourself a question: “Why do we need this specific slide? How does it serve the general purpose?”. While designing your slides, keep balance between text and visuals. Try using a similar framework for most slides. Avoid colorful (especially dark) backgrounds. A layout of a slide is a message itself. Use it to make a comparison, to link graphs, charts, tables and statistics to text (conclusions), to show a process, to explain cause-effect relationships, etc. Remember about the MM’s rule: “one slide – one main message”. On the top of each slide there should be a clear, well-fitting title. If necessary, provide sources and references.

The consulting report should be submitted by email ([jm67@sgh.waw.pl](mailto:jm67@sgh.waw.pl)) and is due by **Wednesday 20/09/2023 at 8 pm**.

The **30-minute interactive session** should be based on your essay or consulting report but please take into consideration that all students are expected to read your essay or consulting report in advance, so don't simply repeat the content. The interactive session provides a platform for discussing the topic of a successful career with other students. Please avoid using PowerPoint (or similar programs) during your session unless it is necessary for some quizzes or exercises (e.g. to conclude them). The session may consist of short cases, quizzes, role-plays, moderated discussion, games, exercises etc. But remember, the sky is the limit! **All group members** must actively participate in the session. Please plan your time carefully.

### COURSE SCHEDULE:

Day	Topics	Instructor
Monday 18.09.2023	9:00-11:15 Introduction to the course, integration, Group Project - kick off 11:30-13:00 Introduction to career management; your professional biography exercise 13:00-14:00 Lunch 14:00-15:00 Your work view exercise 15:30-20:00 Group Project – team work	Urszula Rapacka Jacek Miroński
Tuesday 19.09.2023	9:00-12:00 The theoretical perspective vs. practitioner's perspective; career concepts and misconceptions; classic model; navigation tools 12:00-12:45 Lunch 12:45-15:00 Test driving navigation tools; career values and anchors, flow; psychometric tests; algorithms 15:30-16:30 Group Project - progress report to the course coordinator 16:30-20:00 Group Project – team work	Urszula Rapacka Jacek Miroński
Wednesday 20.09.2023	9:00-12:00 Leadership career based on your natural potential 12:00-12:45 Lunch 12:45-15:45 Leadership career based on your natural potential 16:15-20:00 Group Project – team work 20:00 – Group Project – submission of the written part of the project	Romeo Grzębowski Jacek Miroński
Thursday 21.09.2023	9:00-12:00 CV and recruitment process 12:12:45 Lunch 12:45-15:45 CV and recruitment process 16:15-20:00 Group Project – team work	Natalia Leśnikowska Jacek Miroński
Friday 22.09.2023	9:00-10:00 Group Project –time for reading the consulting reports prepared by other groups 10:15-12:15 Group Project -interactive sessions 12:15-13:00 Lunch 13:00-16:00 Group Project – interactive sessions 16:15-17:00 Wrap-up of the course	Jacek Miroński

## **THE BLOCK SEMINAR TEAM:**

**Prof. Jacek Miroński, Ph.D.** – full professor in the Department of International Management in Warsaw School of Economics (SGH). Head of the Postgraduate Study Program in Public Relations. He is also in charge of the Postgraduate Study Program in Coaching, as well as in Mentoring. He was Academic Director of the CEMS MIM Program, institute deputy director and head of department. His research and teaching interest focuses on Organizational Behavior and Management, Leadership, Business Communication and Cross-Cultural Management. Jacek Miroński has been teaching at undergraduate, graduate, postgraduate, MBA, Ph.D. and executive levels: e.g. in SGH (Poland), University of Minnesota's Carlson School of Management (USA), Aalto University (Finland), Modul University Vienna (Austria), ESADE University (Spain), FEP University of Porto (Portugal), LAU Lebanese American University (Lebanon), University of Rijeka (Croatia). He conducted many training and consulting projects for Polish and foreign companies (e.g. Canal Plus, PZU, Bosch, Samsung). He was employed by Procter & Gamble and worked as Director of the Promotion Department in the radio station – Radio Zet. Jacek Miroński received the Fulbright Scholarship at the Columbia University in New York (USA). He spent one year at the Hosei University in Tokyo (Japan) sponsored by Japan Foundation. He was granted the Kosciuszko Foundation Scholarship to stay as a visiting researcher at the University of Minnesota (USA). He also received the Fulbright Senior Advanced Research Award to work on his research project at the University of Minnesota (USA). He was a visiting scholar at universities in Canada, Sweden and Spain. Jacek Miroński is an author of many papers, articles, and books (e.g. "Homo administratus – the concept of human nature in management", "Power and politics in a company").

**Urszula Rapacka** - career consultant, coach and trainer with 15 years of international experience with B2B and B2C (but mainly H2H) transition projects across 5 continents and a range of industries. Her clients include executives, MBA candidates and graduates, experienced managers and business owners from around the world. She has been collaborating regularly with career consulting boutiques such as Career Angels and Impact Group, lecturing and coaching at business schools: Warsaw University of Technology, KEDGE, MIP Politecnico di Milano, Mannheim and Vlerick. In 2014, she set up and coordinated a pioneering Careers Service at the College of Europe, a postgraduate institute which serves a multicultural student community from over 30 countries. She also very much enjoys working with NGOs and has done so on a local, national and European level. Her biggest source of satisfaction is supporting individuals and teams in transition – whether it's a promotion, a relocation, a restructuring process or a mid-career shift – and helping them gain more clarity about their values, goals and direction.

**Romeo Grzębowski** has 20 years of experience in Management Consulting and Human Resources/People development. Specialties: human aspects of digital transformation, leadership and team development, employee engagement, diversity management, assessment tools, sports teams dynamics. Romeo is currently on the position of the Chief Inspiration Officer and Managing Partner of Extended Tools Polska and he is also acting as Partner at Time for Team - Development Consultants. Additionally he is involved in various

mentoring or expert assignments: supporting Start-ups or Diversity & Inclusion initiatives. Completed Advanced Management Program at IESE Business School - University of Navarra. He originally graduated from University of Adam Mickiewicz in Poznan;, majoring in Management and Marketing, he completed postgraduate studies in Human Resources Management at the Industrial Organization & Management Institute in Warsaw. He also participated in The University Associates Intern Program in Organizational and Human Resources Development in San Diego, California. In 2004 Romeo was certified as International Coach by ICC (The International Coaching Community). He is Certified Leading Change Facilitator and Design Thinking Moderator.

**Natalia Leśnikowska** – certified career coach and mentor (International Coach Federation), owner at [Promotion Coaching](#). She specializes in working with clients who want to plan or rethink and reshape their professional career. She helps coaches and mentees identify and develop their strengths, discover their full potential and based on core values, strengths and both structural and social resources, successfully prepare to all stages of recruitment process and to getting promoted. She works with CliftonStrengths Assessment® (Gallup Test) and actively promotes the idea of job crafting. Natalia is also a manager with 10+ of experience in managing teams as well as recruiting and developing talents in international corporations (Accenture Operations, NielsenIQ). She has successfully built multiple teams from scratch, as well as developed the existing ones. She has worked with the most prestigious clients from Silicon Valley, as well as from financial and FMCG industry. She has been actively involved in running recruitment processes, Development Center, Assessment Center, Talent Days and job fairs. She is Internal Trainer (Time Management, Working with Millennials). In 2022 she completed Canadian Executive MBA (CEMBA) at SGH.