

HRM 526 Seminar in Professional Development

This seminar aims to develop professional image of Business Graduates Corporate. In the journey of Self-development, Corporate Manners and Office Etiquettes will be given due importance.

In this context, extensive discussion will be made on ways of self-grooming, self-awareness and self-assessment. It will also cover issues like performance enhancement, time management, personal and organizational goal setting, Further topics include: personal development techniques, ways to build confidence, benefits of positive thinking, active listening, effective presentation, decision making and problem solving, professional communication in offices, workload planning and personality grooming. Group discussion sessions will enable students to develop their soft skills which could benefit in their professional life.

Course Contents:

Portfolio Development; Job Shadowing; Safety in the Workplace/School/Home; Internet/On-line: Career Cruising (Career Development); Building Better Career Futures; Career Development principals & decisions; Job preparation – resume & cover letter - the interview process - dining etiquette.

Financial Planning/Money Management; Entrepreneurship; Environmental Awareness; Building Better Relationships: Healthy relationships; Conflict Resolution.

Related responsibilities: Public speaking; Power Point presentation; Developing of personal philosophy of life; Portfolio development: biographical sketch, personal goals

Text Books:

-) Roldan, Amelia Samson. A Workbook on Personality Development and Character Building, Skills
-) Development and Management Services (SDMS).Paranaque City, Metro Manila. 1993