Navigating the Corporate Landscape (Cr.3)
52:533:491, Spring Semester, 2016, Thursdays, 6:00pm-8:40pm
Instructor: Susanne Krivanek

Description
How you present yourself and interact in the workplace can play a major role in how well you succeed in business. This course helps position you for success by providing the tools and techniques to make a positive impact in the workplace.

By the end of this course, participants will:

➢ **Have an increased understanding of:**
  - Effectiveness at both the independent and interdependent levels
  - Workplace culture and how to navigate organizational dynamics to benefit your career
  - How to create a great first impression and build business relationships
  - Your work style and how to best work with different work styles

➢ **Be able to:**
  - Communicate effectively with professionals at all levels
  - Apply proper business etiquette, including business dress, workplace dos and don'ts, hierarchy etiquette, and use of technology
  - Apply techniques to improve your ability to influence others and manage office politics
  - Effectively create business correspondence, such as emails and reports
  - Present information professionally to all sizes and levels of groups
  - Develop time management skills to help you focus on priorities
  - Manage your career to attain clear expectations and then ensure that you meet or exceed those expectations
  - Manage conflict and effectively negotiate
  - Effectively facilitate and participate in meetings
  - Build a professional resume and handle yourself effectively in interviews

Required Reading (3 books):

1) **The Hard Truth About Soft Skills: Workplace Lessons Smart People Wish They'd Learned Sooner** (January 22, 2008)
   Peggy Klaus
   Publisher: Harper Business
   **ISBN-10:** 0061284149

2) **The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change** (Deluxe Edition, November 19, 2013)
   Stephen R. Covey
   Publisher: Simon & Schuster
   **ISBN-10:** 1451639619
3) Promote Yourself: The New Rules for Career Success
Dan Schawbel
Publisher: St. Martin's Griffin; Exp. Updated edition (September 2, 2014)
ISBN-10: 1250025680

Grading:
Successful completion of the course will be based on:
Active course participation and attendance 15%
Team project: report and presentation 20%
Course assignments (3) and mid-term quiz 50%
Final exam 15%

Outline:
January 21
1. Overview of the course and expectations
2. Discussion of the current work environment and influential factors on your career
3. Examine your approach to work and evaluate your psychological type through the Myers Briggs Type (MBTI) indicator

January 28
1. Review the results of your MBTI
2. MBTI interaction and team application exercises
3. Setting the foundation for your career success: goal setting and life management
4. Discussion of the reading: 7 Habits of Highly Effective People (Paradigms and Principles, pages 21-70)

February 4
1. Assignment 1 Due: MBTI application to yourself and others
2. Discussion and application exercises: 7 Habits of Highly Effective People (Private Victories, pages 71-192)
3. Personal accountability
4. Time management and organizational skills

February 11
1. Professionalism and business etiquette: Overall conduct, dress in the workplace, and ethical conduct in the workplace
2. Professional communication in the workplace: reports and business cases, emails, and verbal communication

February 18
1. Team projects assigned
2. Professional Communication, continued
February 25
1. Assignment 2 Due: Business case example
2. Discussion and application exercises: 7 Habits of Highly Effective People (Public Victories, pages 193-296)
3. Workplace culture
4. Organizational hierarchy and boardroom etiquette
5. Team project work session

March 3
1. 1-paragraph Summary Due: team project’s objectives
2. Complete Reading Assignment: Hard Truth about Soft Skills (Part 1)
3. Navigating Office Politics
4. Conflict Management
5. Quiz

March 10
1. Best practices in presentation skills
2. Complete Reading Assignment: Hard Truth about Soft Skills (Part 2)

March 24
1. Presentation application exercise: Conduct a 5-minute presentation (assignment 3)
2. Building our ability to influence others

April 7
1. Negotiation Skills
2. Discussion of the reading and assignment: Promote Yourself: The New Rules for Career Success (Part I)

April 14
1. Meeting facilitation and participation
2. Networking and building lasting relationships
3. Discussion of the reading and assignment: Promote Yourself: The New Rules for Career Success (Part II)
4. Use of social media

April 21
1. Resume writing
2. Interviewing skills

April 28
Team presentations

May 5
Exam