

**COURSE DATA****Data Subject**

|                      |                    |
|----------------------|--------------------|
| <b>Code</b>          | 42746              |
| <b>Name</b>          | Taller de Coaching |
| <b>Cycle</b>         | Master's degree    |
| <b>ECTS Credits</b>  | 3.0                |
| <b>Academic year</b> | 2018 - 2019        |

**Study (s)**

| <b>Degree</b>                             | <b>Center</b>              | <b>Acad. year</b> | <b>Period</b> |
|---|----------------------------|-------------------|---------------|
| 2126 - M.D. in Human Resources Management | Faculty of Social Sciences | 2                 | First term    |

**Subject-matter**

| <b>Degree</b>                             | <b>Subject-matter</b> | <b>Character</b> |
|---|-----------------------|------------------|
| 2126 - M.D. in Human Resources Management | 4 - Social skills     | Obligatory       |

**Coordination**

| <b>Name</b>               | <b>Department</b>  |
|---------------------------|--|
| CANET GINER, MARIA TERESA | 105 - Business Administration 'Juan José Renau Piqueras' |
| RIPOLL BOTELLA, PILAR     | 306 - Social Psychology                                  |

**SUMMARY**

This course is compulsory and it is located in the first semester of the second year of the Master. In this course, the students will obtain capabilities and techniques that are needed for the implementation of coaching, both at the individual and group level. This is a course with emphasis on practical orientation, developing skills for coaching of future human resources managers. Students will receive training on conceptual and theoretical bases underlying the process of coaching. In addition, the course will have a predominant practical character for the development of individual and group coaching.



## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

### Other requirements

There are not additional requirements

## OUTCOMES

### 2126 - M.D. in Human Resources Management

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should be able to self-organise, which means systematically planning and setting realistic time schedules for the different tasks in their personal agenda, prioritising their activities, attending to criteria of urgency and importance, using explicit tools and procedures to control the level of performance and optimising time.
- Students should be able to initiate, lead, promote and facilitate interactions, as well as to manage groups of people.
- Students should have the ability to communicate, influence and be effective in interpersonal relationships.
- Students should be able to prepare reports and make oral presentations related to human resources management.
- Students should have assertive communication and negotiation skills. This means being able to carry out negotiations related to the direction and management of human resources, and being able to carry out a mediation activity that facilitates an adequate management of human resources.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should be able to establish mechanisms to guide and motivate workers.
- Students should understand group processes.



- Students should be able to adapt to change and be creative. In this sense, they should develop the ability to modify predictable and habitual behaviour in order to adapt to the demands of different situations without substantially modifying the final objectives of the work processes (incorporating new data from the environment).
- Students should develop appropriate interpersonal and team relations.
- Students should be able to work in a team and, at the same time, stimulate the participation of the members of the team, seeking to create synergies.
- Students should be able to lead people and teams to achieve the objectives of human resources management. In this sense, they should develop a certain level of relational sensitivity and empathy.
- Students should develop a certain tolerance for uncertainty.
- Students should understand and be able to develop leadership processes in human resources management by promoting systems of participation in the organisation and developing an appropriate internal communication policy.

## LEARNING OUTCOMES

The students develop their social skills for the implementation of coaching connected to the human resource management. They learn the conceptual bases and the function of coaching. In addition, they receive a practical training for the learning of coaching techniques, both at the individual and group level.

## DESCRIPTION OF CONTENTS

### 1. Conceptual aspects

In this unit, different concepts will be defined:

- The Coaching concept
- Differences between coaching and mentorship
- Differences between coaching and advisory activities
- Differences between coaching and training

### 2. Individual Coaching

- The role of coaching in the process of development of individuals
- Definition of individual coaching
- The manager as coach
- Methodologies for the individual coaching. The ARROW methodology.



### 3. Team coaching

- Team coaching definition
- Peculiarities of teams and coaching
- Coaching in the process of team development
- Team coaching practice

### WORKLOAD

| ACTIVITY                        | Hours        | % To be attended |
|---------------------------------|--------------|------------------|
| Theory classes                  | 18,00        | 100              |
| Tutorials                       | 6,00         | 100              |
| Classroom practices             | 6,00         | 100              |
| Development of group work       | 20,00        | 0                |
| Development of individual work  | 15,00        | 0                |
| Readings supplementary material | 10,00        | 0                |
| <b>TOTAL</b>                    | <b>75,00</b> |                  |

### TEACHING METHODOLOGY

- Front-teaching sessions
- Oral Presentations by students
- Readings of relevant documents
- Debates and group analysis
- Use of instruments-methodologies
- Tutorship
- Practical activities indoor (in the classroom)

### EVALUATION

**-Evaluation of the individual and / or group work of the students.** The students' grade will be based on the evaluation that is obtained with the accomplishment of works inside and outside of class. The grades associated with the work will be integrated, weighted according to their contribution to the total workload of the coaching workshop. (80% of the final grade)

**-Participation and involvement in activities.** For the delivery and evaluation of the work it is necessary



the regular attendance to class and the active participation. (20% of the final grade). Due to its continuous assessment nature, this evaluation system is not recoverable in second call.

The copying or manifest plagiarism of any task part of the evaluation will imply the impossibility of overcoming the subject, and then submit to the appropriate disciplinary procedures (article 13 d) of the University Student Statute (RD 1791/2010, of December 30)

## REFERENCES

### Basic

- Ortiz De Zárate, M. (2010): Psicología y Coaching: marco general, las diferentes escuelas. Capital Humano, nº 243, Mayo.
- Ortiz De Zárate, M. (2005): Juicios y Creencias, Capital Humano, nº 193, Noviembre, pp.26-28.
- SURDO, E. (1997): La magia de trabajar en equipo. Madrid. S & A.