

Personal Development & Management Skills

Welcome & introduction lecture



Welcome



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The rules of IBS

EAT: English all the time

JIT: Just in time, never too late

REST: respect whatever it takes

Let's divide ourselves in smaller groups



**Your coaching
group**

Coaching groups



- Exchange names and e-mail addresses.
- What's the average age of the group members?
- What do you have in common?
- Take a selfie and post it on Facebook in the KdG group.

Each coaching group organizes one event this academic year



- You choose who to invite (own IBS group, IBS1, or whole IBS)
- Goal: networking and having fun
- Affordable for everybody
- Assignment: a written report of the event

My Role





Introduction



1. Why is this course in your curriculum?
2. What is the course about?
3. What is expected from you?
4. How do you earn your credits?

1) Content

	Reflection → Awareness	Management	
Personal 	1. Self-awareness	2. Self-management	1st semester
Social 	3. Social awareness	4. Relationship management	2nd semester

2. What is the course about?



- ✓ As a student you need to manage your learning, your time and your motivation and personal energy.
- ✓ As a future junior manager or co-worker you should master essential management skills such as: communication, teamwork, working in multicultural settings, scheduling and planning.
- ✓ In this course, you will learn and practice these useful skills.
- ✓ Your mentor will also coach you in your personal development towards a skilled and motivated young professional.



✓Getting a better understanding of yourself, your strengths, your dreams, your behavior, your needs, the way you interact with others,...

→ via reflection → creating new awareness

✓Learning to manage self development.

✓Improving essential skills allowing you to better plan, communicate, interact and co-operate with others.

3. What is expected from you?

CURIOSITY: open mind

RESPECT & EMPATHY:
open heart

COURAGE & DISCIPLINE:
open will

Inspired by Theory U -
<http://www.theoryulab.be/>

4. How do you earn your credits for PDMS PART 1 ?

- **Exam after period 2 (50%)**

- Theory
- Discussion about the portfolio

- **Portfolio (50%)**

- Assignments / reflections
- Final reflection about the achieved development

- **Active participation**

- During lectures
- Group assignment (= organisation of “team event”)
- In helping your group to succeed in this year’s journey.

- **See also ECTS file:**

- Attendance at all classes (=contact moments) is mandatory: unauthorized absence of more than 2 sessions will result in zero points for the portfolio part (50% of the course grades).
- Plagiarism will automatically lead to a zero for PDMS and the student will have to explain her/him self in a disciplinary commission.
- Retake of the oral exam only is possible (50% of the points).
- You CANNOT follow CCTD in IBS 2 if you fail for PDMS Part I or Part II.