**Personal Development**

Prof. Roberta Virtuani

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course focuses on the theories and methods for personal development underlying professional development, and has three main objectives:

* Acquiring knowledge and understanding the concepts of personal and professional development through emotional intelligence, the development of soft skills, personal branding, and the construction of a positive and performance-oriented mindset.
* Gaining insights into the implications of personal, professional and performance development for human resources management in companies, using case studies and company testimonials.
* Applying the concepts learned to developing one’s personal potential in terms of relational, social, communication and organisational skills, time and stress management skills, and critical thinking and problem-solving skills; this is done through autonomously and critically reworking what students have learned in group and pairs.

At the end of the course, students will be able to use emotional intelligence methods and analyse soft skills, perceiving their importance in the development of their potential and in companies. Students will be able to develop critical thinking and communication skills through presentations to the class. They will be able to cope with the various phases of a selection process using an effective market approach, presenting themselves by way of a CV and motivational letter, managing an individual selection interview, and participating in a group assessment. They will learn how to use e-recruitment systems.

***COURSE CONTENT***

The course covers the following topics:

* Introduction: the labour market, employability and soft skills, career management skills, development of human resources in companies
* Contribution of emotional intelligence to individual and organisational performance
* Communication skills
* Public speaking
* Personal SWOT and personal branding
* Personal planning
* Team management
* Transition learning: CV & job interview
* Opportunity awareness: testimonials from the job market on future job profiles. Testimonials will bring in their knowledge and experience.

***READING LIST***

The readings and materials to be used during the course will be uploaded on Blackboard during the course. In addition to the lectures, students will have to base their preparation on parts of the following reference texts:

Carlotto G., Soft Skills, FrancoAngeli Trend, Milan, 2015.

Freedman J., At the Heart of Leadership: How to Get Results With Emotional Intelligence,

2019, 4th Edition.

Lucas S., The Art of Public Speaking, McGraw Hill International Edition, 2015.

Sansavini C., L’Arte del Public Speaking, Ed. Alpha Test, 4th ed. 2018.

Sharma P., Soft Skills. Personality Development for Life Success, bpb ed. 2019

***TEACHING METHOD***

The course will be interactive and focused on the development of emotional intelligence with the participation of students in group or pair work. Specific assignments will be included for the understanding and development of employability and soft skills. This will strengthen students' personal skills through applying the concepts they have learned. Testimonials from companies and various professions will participate in the course, bringing their contribution of knowledge and experience, and helping to enrich students' analytical and critical thinking skills. The detailed programme, along with the detailed calendar and all teaching materials used in the course, will be made available on the Blackboard platform.

***ASSESSMENT METHOD AND CRITERIA***

Class attendance, although not compulsory, is strongly recommended. Students who attend 80% or more of the lectures will be assessed on the assignments carried out in class and through a written exam comprising multiple-choice questions and short open-ended questions. For the assignments, students will have to apply the concepts learned and then present their project work to the class. In the written exam, students will have to demonstrate their knowledge of the information, distinctions and key concepts covered during the course. Students will be assessed on their correct answers in the test, and on their in-depth analysis, argumentation, consistency and completeness in the assignments. The exam will consist of 30 questions of equal weight, awarding 0 points for a wrong or missing answer, and 1 point for a correct answer. The exam will determine if the final assessment is passed or failed. This criterion is also valid for the assessment of the test and assignments.

Students who do not attend classes will be assessed through an oral exam on the readings and materials assigned by the lecturer. They will have to demonstrate their knowledge of the concepts addressed and an ability to argue the course topics in an articulated and coherent manner, using specific terminology appropriately and identifying conceptual links and emerging trends. They will then have to undertake 2 assignments to be presented and commented on during the oral exam. The final assessment will be passed or failed.

***NOTES AND PREREQUISITES***

There are no prerequisites for attending the course. Intellectual interest and curiosity are required in order to develop a reflection that includes one's own experiences. Students will be asked to apply the concepts covered to their own experiences in order to also benefit from them in their analytical skills, self-awareness and awareness in relationships with others. This will be done from a perspective of personal development as a basis for professional growth, in preparation for future employability.

Information on office hours available on the teacher's personal page at <http://docenti.unicatt.it/>.