

<b>Title of the course: Career planning and management</b>	<b>Credits: 2 ECTS</b>
Type of the course: <b>practical – 30 contact hours</b>	
Type of the evaluation: <b>practical mark</b>	
Place in curriculum (semester): <b>4<sup>th</sup> semester</b>	
Prerequisites ( <i>if any</i> ): <b>Organizational Psychology Seminar</b>	
<p><b>Course description:</b> Please, provide a short, informative description of knowledge to obtain and competences to achieve, and a short (6-10 lines) summary of the aims and content of the course, followed by the 10-15 topics covered.</p> <p>The three levels of competence development on the career management course: knowledge, competences and attitude. Students can learn to understand the process of career management by learning through their own experiences and planning their own career – they will also gain generalizable and adaptable knowledge about career building. They will understand the process of job searching and career management, learn about concepts related to and in connection with the process of job searching, important elements of job searching (job searching resources, finding and interpreting recruitment notices, writing CVs and motivational letters, job interviews and AC). They will also develop their self-knowledge (competencies, strengths and areas to be developed) and gain information about managing their own life-long learning processes (e.g. assessing educational needs). The following competences will be developed during the course: skills required for planning and organizing the process of searching for a job (defining a goal, organizing the route towards reaching that goal, time management, problem solving, finding, handing and organizing information), social competences (team work, cooperation, adaptation, accepting opinions or points of view that differ from one's own, handling conflicts, oral and written communicational skills), collecting, organizing and structuring information, the ability to change points of view: adopting a different point of view (e.g. the points of view of HR staff and prospective employee), the ability to give feedback.</p> <p>By completing the course students will gain knowledge on how to prevail in the labour market more successfully with their degree, and as such, will have an experience-based knowledge about how to help others. They will learn a proactive, assertive and initiative attitude, and they will be able to constantly apply a critical approach.</p>	
3-5 most important required and suggested readings (eg. textbook) with bibliographic details (author, title, details of edition, pages, ISBN)	
<p><u>Required readings:</u></p> <ul style="list-style-type: none"> <li>• Greenhaus, Jeffrey H. – Callanan, Gerard A. (2009): <i>Career Management</i>, SAGE Publications Inc, 4<sup>th</sup> edition, 512 p. ISBN: 978-1412978262</li> <li>• Rothwell, William J. – Jackson, Robert D. (2005): <i>Career planning and succession management: developing your organization's talent--for today and tomorrow</i>, Praeger publishing; 304 p. ISBN: 978-0275983598</li> <li>• Di Fabio, Annamaria – Maree, Jacobus Gideon (ed) (2013): <i>Psychology of Career Counselling: New Challenges for a New Era</i>, Nova Science Pub Inc., 281 p. ISBN: 978-1628082722</li> <li>• Reardon, Robert – Lenz, Janet (2012) <i>Career Development and Planning: A Comprehensive Approach</i>, Kendall Hunt Publishing, 4<sup>th</sup> edition, 314 p. ISBN: 978-1465200068</li> </ul> <p><u>Suggested readings:</u></p> <ul style="list-style-type: none"> <li>• Berger, Lance – Berger, Dorothy (2010): <i>The talent management handbook: creating a sustainable competitive advantage by selecting, developing, and promoting the best people</i>, McGraw-Hill Education, 576 p. ISBN: 978-0071739054</li> <li>• Andersen, Patricia – Vandehey, Michael (2011): <i>Career Counselling and Development in a Global Economy</i>, Wadsworth Publishing; 2 edition, 400 p. ISBN: 978-0840034595</li> </ul>	