Navigating the Corporate Landscape (Cr.3)
52:533:491:Sec.W3:00256 BSB 116
12/23/14, and 1/5/15-1/16/15 1:00pm-4:40pm M,Tu,W,Th,Fri
Instructor: Susanne Krivanek

Description
How you present yourself and interact in the workplace can play a major role in how far you excel. 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:**
  - Workplace culture and how to navigate the culture to benefit your career
  - How to create a great first impression and build business relationships
  - Appropriate workplace discussions and behavior
  - Your work style and how to best work with different work style

- **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
  - 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
  - Create a good impression during business events
  - 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 professional resumes and interviewing skills

Required Reading (2 books):

1) **Promote Yourself: The New Rules for Career Success**
   Dan Schawbel
   Publisher: St. Martin's Griffin; Exp. Upd edition (September 2, 2014)
   ISBN-10: 1250025680

2) **Professionalism: Skills for Workplace Success, 3/E**
   Lydia E. Anderson and Sandra B. Bolt
   Publisher: Prentice Hall (2012)
   ISBN-10: 0132624664
Grading:
*Successful completion of the course will be based on:*
Active course participation and attendance 20%
Team project: report and presentation 20%
Course assignments and quizzes (3) 60%

Outline:

December 23
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 indicator
4. Assemble work groups for the focused project *(see page 3)*

January 5
2. Setting the foundation for your career success: goal setting and life management

January 6
1. Best practices in presentation skills
2. Presentation preparation

January 7
1. 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
3. Presentation skills practice, part I

January 8
1. Team project work session
2. Continued: Professional Communication
3. Presentation skills practice, part II

January 9
1. Negotiation Skills and Conflict Management
2. 10-question quiz

January 12
Field Trip to the NFI Board Room (Exact date may change and will be confirmed 12/23):
1. Workplace culture and addressing organizational hierarchy
2. Boardroom etiquette
3. Strategies for career success

January 13
1. Accountability
2. Workplace relationships and fitting in versus standing out
3. Team 1 Project
January 14
1. Interviewing and resume writing skills
2. Time management, organization and prioritization skills
3. Team 2 Project

January 15
1. Teamwork, leadership skills, and customer service focus
2. Discussion of the reading and assignment: *Promote Yourself: The New Rules for Career Success* (Part II)
3. Team 3 Project

January 16
1. Meeting facilitation and participation
2. Networking
3. Looking forward: Changes in the workplace
4. Final quiz and course wrap-up

Project Descriptions
Each team will present their findings on their topic below in a 30-minute presentation. All team members should get a chance to present. Along with the presentation, there should be a supplemental executive report that describes your findings, the process you used to develop your findings and sources used. This report should be anywhere from 4-6 pages in length (it is quality, not quantity that counts). Please note: Students must present live (versus videotaped) and any videos shown can take 5 minutes or less of the total presentation time.

Projects:
**Time Management Techniques**
Many people say that you cannot “manage” time; time is what it is. Given that, what tools and techniques can we use to work more smartly, prioritize, and get more done with the time we have?

**Teamwork and Team Leadership**
We know that teams should work together. However, this can be difficult to achieve given the many factors that impact team effectiveness. Explain the factors that impact team effectiveness, what leaders can do to promote effective teamwork, and what team members can do to promote effective relationships with their team members and team leader.

**Fitting in Versus Standing Out**
Coming into an organization it’s important to fit in socially with the people and the organizational culture. At the same time, it’s important to stand out and get noticed. What are things that individuals can do to fit into an organization yet stand out to get noticed, recognized and excel in an organization?