PROFESSIONAL BOOTCAMP: TEAMWORK

Bachelor in Data and Business Analytics BDBA SEP-2023
PBTN-DBA.3.M.A

Area Others

Number of sessions: 15

Academic year: 23-24

Degree course: THIRD

Number of credits: 3.0

Semester: 2º

Category: BASIC

Language: English

Professor: ARTURO CUENLLAS SOLER

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Book author: "A Higher Purpose: Three Rules of Conscious Leadership."

An experienced executive with broad expertise in Communication Skills, Leadership and Organizational Behavior. Arturo Cuenllas, has led many teams in different companies and countries (Mexico, Dominican Republic, The Philippines, France, etc.) in the hospitality sector (+20years). He has graduated from Hotel Management at Glion Institute of Higher Education, Executive Master in Tourism Management at IE Business School (graduated with honors), and PDD (High Advanced Management Program) at IESE Business School.

He is passionate about communication skills, analyzing, studying, and teaching role-model organizations, leaders, and best practices in human resources management, organizational behavior, and leadership. His areas of interest are Public speaking skills, corporate cultures, interpersonal communications and conflicts in organizations, high-performing teams, coaching of groups and individuals, motivation, managing creativity in teams, learning organizations, and self- leadership.

Arturo is the founder of Conscious Hospitality, an educational consultancy company with the core competence of providing coaching and leadership programs to managers. His purpose is to train future managers and executives towards a more effective and authentic leadership; a leadership capable of balancing the individual and the organization's needs, and developing high-performing teams with shared values and goals.

He also has teaching experience as an MBA professor at City University of Seattle, a visiting professor in ESCP Europe Business School, and an MBA professor at ESDEN Business School.

Office Hours

Office hours will be on request. Please contact at:

Mondays-Fridays: 9 to 19h

Saturdays: 9 to 13h

SUBJECT DESCRIPTION

This course offers an introduction to Organizational Behavior and Teamwork, a field on human differences, emotions, perceptions, behaviors, and interactions within the context of work organizations. More specifically, the topics include personality, attitude, emotion, and motivation at the individual level, as well as leadership, communication, and conflict at the group/team level. This course addresses issues such as understanding individual differences, motivating employees with various needs, leading groups and teams, resolving conflicts in an organizational context and, eventually, building a high-growth and sustainable organization where people will flourish.

LEARNING OBJECTIVES

Participants with a successful completion of this course should achieve the following objectives:

1. Raise the awareness and sensitivity regarding the impact of human-related issues in the workplace.
2. List basic organizational behavior principles and explain how these principles influence human behavior in the workplace.
3. Analyze individual human behavior by using knowledge of personality, attitudes, emotions, and motivations.
4. Understand group behavior elements, such as leadership, power, politics, communication, conflict, and negotiation.
5. Enhance critical thinking skills through case studies, class discussions, and group projects.

TEACHING METHODOLOGY

IE University teaching method is defined by its collaborative, active, and applied nature. Students actively participate in the whole process to build their knowledge and sharpen their skills. Professor's main role is to lead and guide students to achieve the learning objectives of the course. This is done by engaging in a diverse range of teaching techniques and different types of learning activities such as the following:

Learning Activity	Weighting	Estimated time a student should dedicate to prepare for and participate in
Lectures	10.67 %	8.0 hours
Discussions	6.67 %	5.0 hours
Exercises in class, Asynchronous sessions, Field Work	5.33 %	4.0 hours
Group work	26.67 %	20.0 hours
Individual studying	50.67 %	38.0 hours
TOTAL	100.0 %	75.0 hours

PROGRAM

PART 1: INTRODUCTION
PART 2: THE INDIVIDUAL

SESSIONS 1 - 2 (LIVE IN-PERSON)

Overview of course syllabus and requirements.

Introduction to organizational behavior.

Personality.

Reading: Textbook Chapter 4: Personality and values.

Book Chapters: Organizational Behavior (Chapter 1: What is organizational behavior?; Chapter 4: Personality and values) (See Bibliography)

SESSIONS 3 - 4 (LIVE IN-PERSON)

Attitudes.

Emotions.

Book Chapters: Organizational Behavior (Chapter 3: Attitudes and job satisfaction; Chapter 6: Emotions and moods) (See Bibliography)

SESSIONS 5 - 6 (LIVE IN-PERSON)

Motivation.

Applying motivational theories.

Book Chapters: Organizational Behavior (Chapter 7: Motivation concepts) (See Bibliography)
Book Chapters: Organizational Behavior (Chapter 8: Motivation: From Concepts to Applications; Chapter 9: Foundations of group behavior) (See Bibliography)

SESSIONS 7 - 8 (LIVE IN-PERSON)

Foundations of Group Behavior

Undersanding Work Teams

Book Chapters: Foundations of Group Behavior: Chapter 9 (See Bibliography)
Book Chapters: Organizational Behavior (Chapter 10: Understanding work teams) (See Bibliography)

PART 3: THE GROUP

SESSIONS 9 - 10 (LIVE IN-PERSON)

Leadership, power, and politics (Cont.).

Book Chapters: Organizational Behavior (Chapter 11: Power and politics; Chapter 13: Leadership) (See Bibliography)

SESSIONS 11 - 12 (LIVE IN-PERSON)

Organizational Culture

Book Chapters: Organizational Culture: Chapter 15 (See Bibliography)

PART 4: THE ORGANIZATION

SESSIONS 13 - 14 (LIVE IN-PERSON)

Group presentations.

SESSION 15 (LIVE IN-PERSON)

Final Exam.

EVALUATION CRITERIA

criteria	percentage	Learning Objectives	Comments
Class Participation	20 %		
Group Presentation	30 %		
Final Exam	40 %		
Quizzes	10 %		

RE-SIT / RE-TAKE POLICY

Each student has four (4) chances to pass any given course distributed over two (2) consecutive academic years. Each academic year consists of two calls: one (1) ordinary call (during the semester when the course is taking place); and one (1) extraordinary call (or "re-sit") in June/July.

Students who do not comply with the 70% attendance requirement in each subject during the semester will automatically fail both calls (ordinary and extraordinary) for that Academic Year and have to re-take the course (i.e., re-enroll) during the next Academic Year.

The Extraordinary Call Evaluation criteria will be subject to the following rules:

- Students failing the course in the ordinary call (during the semester) will have to re-sit evaluation for the course in June / July (except those students who do not comply with the attendance rule, and therefore will not have that opportunity, since they will fail both calls and must directly re-enroll in the course during the next Academic Year).

- It is not permitted to change the format nor the date of the extraordinary call exams or deadlines under any circumstance. All extraordinary call evaluation dates will be announced in advance and must be taken into consideration before planning the summer (e.g. internships, trips, holidays, etc.)

- The June/July re-sit will consist of a comprehensive evaluation of the course. Your final grade for the course will depend on the performance in this exam or evaluation only. I.e., continuous evaluation over the semester (e.g. participation, quizzes, projects and/or other grade components over the semester) will not be taken into consideration on the extraordinary call. Students will have to achieve the minimum passing grade of 5 and the maximum grade will be

capped at 8.0 (out of 10.0) – i.e., "notable" in the extraordinary call.

- - Re-takers: Students who failed the subject on a previous Academic Year and are now re-enrolled as re-takers in a course will need to check the syllabus of the assigned professor, as well as contact the professor individually, regarding the specific evaluation criteria for them as re-takers in the course during that semester (ordinary call of that Academic Year). The maximum grade that may be obtained as a retaker during the ordinary call (i.e., the 3rd call) is 10.0 (out of 10.0).

After exams and other assessments are graded by the professor (on either the ordinary or extraordinary call), students will have a possibility to attend a review session (whether it be a final exam, a final project, or the final overall grade in a given course). Please be available to attend the session in order to clarify any concerns you might have regarding your grade. Your professor will inform you about the time and place of the review session.

Students failing more than 18 ECTS credits after the June/July re-sits will be asked to leave the Program. Please, make sure to prepare yourself well for the exams in order to pass your failed subjects.

In case you decide to skip the opportunity to re-sit for an exam or evaluation during the June/July extraordinary call, you will need to enroll in that course again for the next Academic Year as a re-taker, and pay the corresponding tuition fees. As you know, students have a total of four (4) allowed calls to pass a given subject or course, in order to remain in the program.

BIBLIOGRAPHY

Compulsory

- Stephen P. Robbins, Timothy A. Judge. (2018). *Pearson MyLab Management - Instant Access - for Organizational Behavior, Global Edition.* 18th. Pearson. ISBN 9781292259239 (Digital)

This is the OB Liquid Pages your compulsory online book to follow your professor's course. Please go to the chapters section to find all the required theory, along with some videos and multimedia materials you will be required to read and watch to complement your learning.

BEHAVIOR RULES

Please, check the University's Code of Conduct here. The Program Director may provide further indications.

ATTENDANCE POLICY

Please, check the University's Attendance Policy here. The Program Director may provide further indications.

ETHICAL POLICY

Please, check the University's Ethics Code here. The Program Director may provide further indications.