

Information sheet for the course

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: KMaREZ/ RaRK/2lz2dA/22	Course unit title: <i>Management and career development</i>
<p>Type, scope and method of learning activities: <i>Weekly number of teaching hours in the form of lectures, seminars: full-time form 2/1;</i> <i>Teaching method: face to face / combined</i></p> <p><i>Weekly number of teaching hours in the form of lectures, seminars: part-time form 2/1;</i> <i>Teaching method: face to face / combined</i></p>	
Number of credits: 5	
Recommended semester/trimester of study: <i>4th semester in the full-time form of study and 4th semester in the part-time form of study within the Human Resources and Personnel Management study program</i>	
Degree of study: <i>II. (Master)</i>	
Course prerequisites:	
<p>Assessment methods: <i>A student may receive a maximum of 100 points in total, including 80 points for the preliminary assessment and 20 points for the final assessment.</i> <i>The interim assessment consists of:</i> <ul style="list-style-type: none"> - preliminary test - verification of theoretical knowledge - 10 points. - Seminar paper - Career development plan for the next 5 years - 35 points. - Consultation - Advice on creating a career development plan for a selected student - 35 points. <i>The final assessment consists of:</i> <ul style="list-style-type: none"> - Presentation of the student's own career development plan, the content and extent of the consultancy work carried out in creation of the selected student's career development plan - 20 points. <i>Assessment:</i> <i>A from 100-93 points; B from 92-85 points; C from 84-76 points; D from 75-68 points; E from 67-60 points, Fx less than 60 points.</i></p>	
<p>Learning outcomes: <i>The student will acquire a comprehensive system of knowledge in the areas of management, planning, career development and career motivation. Upon completion of the course, the student will be able to apply career development theories to client cases, identify and utilize major sources of career information, describe and use the main tools used in career counseling assessment, identify and use techniques and strategies for advancing career counseling.</i> <i>Theoretical Knowledge:</i> <ul style="list-style-type: none"> - Describe employee career development, forms and opportunities for continuing education. - Apply specific methods and approaches of human resource management in organisations appropriate to these conditions and contexts. <i>Practical skills:</i> <ul style="list-style-type: none"> - Manage and plan the careers of employees in order to prepare the necessary number of qualified employees and at the same time to profile the growth of individuals in the organization. <i>Competencies:</i> <ul style="list-style-type: none"> - To be responsible for one's own personal development as well as the development of the organization's employees. </p>	

Course contents:

1. Career counselling: myths, realities and new trends.
2. Using career theories to help clients.
3. Context and career planning.
4. Negotiating the career counseling relationship.
5. Defining client career concerns.
6. Understanding yourself.
7. Exploring the problem: Contextual and labour market options.
8. Using technology to support career counseling.
9. Consolidation, decision making and action planning.
10. Implementing action plans.
11. Evaluating client progress.
12. Adapting career counseling to the counseling setting.

Recommended and required reading:

- Amundson, N. E. - Harris-Bowlsbey, J. E. - Niles, S. G.: *Essential Elements of Career Counseling: Processes and Techniques*, 3rd edition. Pearson, 2015. ISBN: 9780133155839
- Ližbetinová, L.: *Řízení profesní kariéry*. České Budějovice: Vysoká škola technická a ekonomická v Českých Budějovicích, 2015. ISBN 978-80-7468-074-8.
- Tang, M.: *Career Development and Counseling: Theory and Practice in a Multicultural World (Counseling and Professional Identity)*. SAGE Publications, Inc; 1st editio, 2018. ISBN: 978-1452230863
- Brown, S. D. -Lent, R. W.: *Career Development and Counseling: Putting Theory and Research to Work 3rd Edition*. Wiley, 2020. ISBN: 978-1119580355

Language: Slovak/English**Remarks:**

The course is mandatory and profile.

Full-time study:

- Lectures and seminars 24+12 = 36 hours
- Preparation for lectures and seminars = 36 hours
- Preparation for the mid-term test = 11 hours
- Preparation of the seminar paper (career development plan) = 40 hours
- Preparation of final presentation = 1.5 hours
- Presentation of own career development plan, content and scope of consultancy work carried out = 0.5 hours

Total: 125 hours

Student contact workload: 36.5 hours,

non-contact: 88.5 hours

External study:

- Lectures and seminars 10+5 = 15 hours
- Preparation for lectures and seminars = 57 hours
- Preparation for midterm test = 11 hours
- Preparation of seminar paper (career development plan) = 20 hours
- Consultation (advising on the creation of a career development plan for the selected student) = 20 hours
- Preparation of the final presentation = 1.5 hours
- Presentation of own career development plan, content and scope of the consultancy work carried out = 0.5 hours

Total: 125 hours

Student contact workload: 15.5 hours,

non-contact: 109.5 hours

*Note: (5*25 = 125, 1 credit represents 25-30 hours of student work)*

Evaluation history:

Total number of evaluated students:

A	B	C	D	E	FX

Lecturers:

Doc. PhDr. Zoltán Rózsa, PhD.

Last modification:

Approved by: *Doc. PhDr. Zoltán Rózsa, PhD.*