



Course Syllabus

Leadership: Personal

Leadership Development

March – July 2019

VII – X Cycle

Pilar Matta Ugaz

I. General Information regarding the course

Course Name:	Leadership:Personal Leadership Development		
Requirement:	Enfoques y Teorías de Liderazgo	Code:	08121
Precedent:	No precedent	Semester:	2019-I
Credits:	4	Cycle:	VII - X
Weeks Hours:	3 hours	Modalidad del curso:	Presencial
Carrers	Psicología Organizacional Psicología del Consumidor	Course coordinator:	Varinia Bustos vbustos@esan.edu.pe

II. Course Outline

Course-workshop that aims to develop those conditions inherent to the person, such as self-knowledge, self-control, self-motivation for the effective exercise of leadership, based on the contribution that the various psychological schools have provided.

From a series of self-evaluations and psycho-emotional growth exercises, structured and unstructured, the student will become aware of how his personal structure constituted by affections, cognitions, prior experiences and verbal and non-verbal, specific communication behaviors help or interfere in the search for a creative and functional influence of others and of himself for the attainment of his objectives.

III. Course Objective

Develop character and effectiveness in students through the acknowledgement, understanding and practice of habits and techniques based on universal principles.

IV. Learning Outcomes

At course completion, the student will be able to:

- Acknowledge the importance of inner change based upon universal principles and values.
- Use tools and techniques in order to evaluate various situations and cope with them.
- Show a proactive and positive attitude towards life and everyday situations.
- Define a personal vision and mission statement.
- Establish priorities and distinguish the important versus the urgent.
- Think win-win in every situation, and be capable of negotiating.
- Understand the role of empathy in building interpersonal relationships.
- Synergize when working in groups.
- Embrace balance and relaxation as vital for personal well-being

V. Methodology

This course covers a wide variety of topics concerning personal leadership, change and effectiveness. It consists of two units. The first, called Private Victory deals with three powerful habits that help build character and self-control. The second, called Public Victory shows how to transfer this knowledge to improve relationships with others.

Although theory is needed and reading in advance for each class is mandatory, the course works like a workshop with a variety of activities and group dynamics. Active participation in class debates and activities is required. Activities include group dynamics, individual exercises, analysis of videos, news and article discussions, among others.

There will be individual and group assignments that will be useful to keep track of students' progress. Finally, a self-reflective essay must be presented before the final exam. The essay should answer the following question: "How has learning these concepts impact your life?" By describing their experiences, sharing their plans and relating them to the course, students will paint a picture of how much they can grow

VI. Evaluation

The course considers an accumulative and integrated evaluation which includes the completion of a mid-term exam, a final exam and regular assignments. The latter is called Permanent Evaluation Grade (PEG) and weighs 60% of the final grade. It involves reading controls, individual assignments, group assignments, a personal essay and a grade based on attendance and active participation in class sessions. None of these grades will be cancelled nor substituted. The percentages and proportions are explained in the following table.

PERMANENT EVALUATION GRADE (60%)		
Type	Description	Weight (100%)
Reading controls	4 reading controls	4 x 5% = 20%
Individual assignments	5 individual assignments	5 x 3% = 15%
Group assignments	2 group assignments	2 x 5% = 10%
Group expositions	1 group exposition	15%
Graded Practice	2 graded practice	30%
Attendance, participation	Grade will be based on attendance and active participation during class sessions	10%

The final grade (FG) will be calculated using the following formula:

$$FG = (0,20 \times MT) + (0,20 \times FE) + (0,60 \times PEG)$$

MT = Mid-Term Exam

FE = Final Exam

PEG = Permanent Evaluation Grade

In evaluating **individual and group assignments** these elements will be considered and added up to a total of 20 points:

Following instructions (syllabus, assignment handouts, and explanations)	2pts.
Organization (coherence, logical and substantive progression of ideas)	5pts.
Comprehension (analysis/synthesis; demonstrated understanding of concepts)	7pts.
Delivery (creativity, depth of reflections)	4pts.
Mechanics (grammar, spelling)	2pts.

VII. Contents and learning activities

WEEK	CONTENTS	ACTIVITIES/ ASSESSMENT
OUTCOMES UNIT I: PERSONAL LEADERSHIP DEFINITION LEARNING OUTCOMES <ul style="list-style-type: none"> Acknowledge the importance of inner change based upon universal principles and values. Use tools and techniques in order to evaluate various situations and cope with them. 		
1° March 21st – 27th	Introduction Personal leadership definition Paradigms Principles of growth and change. Inside and out: personality vs. character	Article discuss Goleman (1998). What makes a leader?
	Obligatory Reading: Covey, S. (2004). <i>The 7 habits of highly effective people: powerful lessons in personal change</i> . New York: Free Press Goleman, D. (1998). <i>What Makes a Leader</i> . Harvard Business Review, 92-102	
OUTCOMES UNIT II: THE MATURITY CONTINUUM DEPENDENCE , INDEPENDENCE, INTERDEPENDENCE LEARNING OUTCOMES: <ul style="list-style-type: none"> Use tools and techniques in order to evaluate various situations and cope with them. Show a proactive and positive attitude towards life and everyday situations 		
2° April 28th – March 3rd	Principles upon which the Habits are based The maturity continuun dependece, Independence, interdependence	Individual Assignment #1. What are my paradigms?
	Obligatory Reading: Covey, S. (2004). <i>The 7 habits of highly effective people: powerful lessons in personal change</i> . New York: Free Press. 13-63	
OUTCOMES UNIT III: HABITS DEFINED- HABIT 1 BE PROACTIVE LEARNING OUTCOMES <ul style="list-style-type: none"> Define a personal vision and mission statement 		

<p>3° April 4th – 10th</p>	<p>Habits defined Effectiveness Show a proactive and positive attitude</p> <p>COVEY, S. (2003). The 7 habits of highly effective people. Personal workbook. New York: Fireside</p>	<p>Group Assignment #1. From Dependence to Interdependence</p>
<p>4° April 11th – 17th</p>	<p>Private victory Habit 1. Be proactive. Circle of concern vs. circle of influence (Presentation # 1)</p> <p>Obligatory Reading: Covey, S. (2004). <i>The 7 habits of highly effective people: powerful lessons in personal change.</i> New York: Free Press. 63-94</p>	<p>Reading Control #1 Video discussion: Private victory examples</p>
<p>OUTCOMES UNIT IV: HABIT 2 BEGIN WITH THE END IN MIND-HABIT 3 PUT FIRST THINGS FIRST LEARNING OUTCOMES</p> <ul style="list-style-type: none"> • Define a personal vision and mission statement. • Establish priorities and distinguish the important versus the urgent 		
<p>5° April 22nd –27th</p>	<p>Habit 2. Begin with the end in mind. Defining a life center. Writing a personal mission statement (Presentation # 2)</p>	<p>Individual Assignment #2. Becoming a proactive person</p>
<p>6° April 29th to May 04fr</p>	<p>Habit 3. Put first things first Time management matrix (Presentation # 3)</p> <p>Obligatory Reading: Covey, S. (2004). <i>The 7 habits of highly effective people: powerful lessons in personal change.</i> New York: Free PressM 145-182</p>	<p>Reading control #2 Individual Assignment #3. My personal mission statement</p>
<p>7° May 06h – 11th</p>	<p>Mid-term exam in class</p>	
<p>8 May 13th-18th</p>	<p>MID-TERM EXAMS</p>	
<p>OUTCOMES UNIT V: PUBLIC VICTORY : PARADIGMS OF INTERDEPENDENCE LEARNING OUTCOMES</p> <ul style="list-style-type: none"> • Think win-win in every situation, and be capable of negotiating 		

<p>9° May 20th – 25th</p>	<p>The quadrant II tool Public victory Paradigms of interdependence The emotional bank account Deposits and withdrawals</p>	<p>Individual Assignment #4. My weekly schedule (will be done during class) Video discussion: Public victory examples</p>
	<p>Obligatory Reading: Covey, S. (1994). 77-102</p>	
<p>OUTCOMES UNIT VI: HABIT 4 THINK WIN WIN LEARNING OUTCOMES</p> <ul style="list-style-type: none"> Think win-win in every situation, and be capable of negotiating 		
<p>10° May 27th to June 01st</p>	<p>Habit 4. Think win-win Negotiating agreements Presentation # 4</p>	<p>Reading Control #3</p>
	<p>Obligatory Reading: Covey, S. (2004). The 7 habits of highly effective people: powerful lessons in personal change. New York: Free Press. 204-234</p>	
<p>OUTCOMES UNIT VII: HABIT 4 THINK WIN WIN –HABIT 5 SEEK FIRST TO UNDERSTAND THEN TO BE UNDERSTOOD LEARNING OUTCOMES</p> <ul style="list-style-type: none"> Think win-win in every situation, and be capable of negotiating Understand the role of empathy in building interpersonal relationships. 		
<p>11° June 03rd – 08th</p>	<p>Six paradigms of human interaction: .Win-win • Win-lose • Lose-win • Lose-lose • Win • Win-win or no deal</p>	<p>Individual Assignment</p>
	<p>Obligatory Reading: Covey, S. (2004). The 7 habits of highly effective people: powerful lessons in personal change. New York: Free Press. 204-234</p>	
<p>12° June 10th – 15th</p>	<p>Habit 5. Seek first to understand, then to be understood Empathy and empathic listening Presentation # 5</p>	<p>Individual Assignment #5. Seeking win-win</p>
	<p>Obligatory Reading: Covey, S. (1994). 235-270</p>	

**OUTCOMES UNIT VIII: HABIT 6 SYNERGIZE- HABIT 7 SHARPEN THE SAW
LEARNING OUTCOMES**

- Synergize when working in groups
- Embrace balance and relaxation as vital for personal well-being

<p>13° June 17th – 22th</p>	<p>Habit 6. Synergize Celebrating differences Presentation # 6</p>	<p>Group Assignment #2. Synergizing</p>
<p>Obligatory Reading: Covey, S. (1994). 271-284</p>		
<p>14° June 24 th – 29th</p>	<p>Habit 7. Sharpen the saw The need for balance Presentation # 7</p>	<p>Reading control #4</p>
<p>Obligatory Reading: Covey, S. (1994). 287-307</p>		
<p>15° July 01 fst -06th</p>	<p>Final exam in class</p>	
<p>16° July 08th – 13th</p>	<p>FINAL EXAMS</p>	

VIII. References

1. COVEY, S. (2004). **The 7 habits of highly effective people: powerful lessons in personal change**. New York: Free Press
2. COVEY, S. (2003). **The 7 habits of highly effective people. Personal workbook**. New York: Fireside
3. COVEY, S. (1994). **First things first: to live, to love, to learn, to leave legacy**. New York: Simon & Shuster
4. DYER, W. W. (2010). **The power of intention**. Hay House, Inc.
5. DYER, W. W., & MCKENZIE, L. (1977). **Your erroneous zones**. New York: Avon.
6. GOLEMAN, D. (1998). **What Makes a Leader**. Harvard Business Review, 92-102.
7. PREM BABA (2013). **From suffering to joy. The path of the heart**. New York: Select books
8. ROBBINS, A. (1997). **Unlimited Power: The New Science of Personal Achievement**. New York: Free Press

IX. Professor

Pilar Matta Ugaz

mmatta@esan.edu.pe

Candidate to the degree of Doctor in Psychology (Universidad Peruana Cayetano Heredia) Master in Health Psychology (National Louis University, Illinois, USA). Graduated in Clinical Psychology from the Universidad Peruana Cayetano Heredia. Trained as a Cognitive-Behavioral Psychotherapist in PROMOTEC (Specialization Program in Behavior Modification and Cognitive-Behavioral Therapy). Expert in Clinical Psychology: Assessment, Adult and Adolescent Psychotherapy and Mental Health Prevention. She is currently a professor at the Faculty of Psychology at Universidad de Piura and Universidad Peruana Cayetano Heredia, while at the same time practicing private practice as a Behavioral Cognitive Therapist specialist in disorders of anxiety, depression, and personality in adolescents and adults; as well as in addiction to conventional and unconventional drugs