

Academic Brochure



European Business School of Barcelona

In collaboration with:



Cum Laude
Award 2023:



Welcome to ENEB

The World's Leading Business School

We are dedicated to transforming lives through high-quality education. Recognized as the #1 business school by Innovatec for our technological innovation, we offer a dynamic and engaging learning environment designed to equip you with the skills to succeed in today's competitive world.



Why ENEB?

ENEB - European Business School of Barcelona stands out as a leading institution in online education specializing in master's and postgraduate programs designed to boost your career on a global scale. With a strong international presence and courses offered in Spanish, English, and Portuguese, ENEB positions itself as the perfect choice for those seeking educational excellence without borders.

All educational programs offered by ENEB grant University Certification as they are endorsed and certified by the Isabel I University, thus validating the quality and recognition of your education internationally. Upon completing your studies, you will be eligible to receive ECTS (European Credit Transfer System).

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You are our mission, our values and our goals

Our mission at ENEB is to transform your life, empowering you to choose your own path and dedicate your time to what you are most passionate about, with no limits to achieving your goals. We envision ourselves as the gateway to your life objectives, offering accessible, top-quality education for everyone. We are committed to ensuring no talent is left behind and to making a positive impact on society. With over 19,000 students annually, we feel a profound responsibility to make a real difference.



We want to transform our students' lives, from point A to point E.

We aim to provide education to everyone who truly desires it. We strive to break barriers because we believe that top-tier education should be accessible to all, not just a select few.

With over 19,000 students each year, we feel a profound responsibility to make a meaningful impact on society.

ENEB in the world

At ENEB, each country represents not just a new territory, but a fresh opportunity to transform the world. Over 150,000 students across 125 countries have wisely chosen ENEB to shape their future and make a global impact.



ENEB in Numbers

Numbers are not just figures; they are the result of our relentless effort and dedication. At ENEB, our impressive stats reflect our commitment to excellence and our global impact on education and transformation.



Accreditations

All the certificates of our training programmes are issued by ENEB Business School and certified by the Universidad Isabel I, which belongs to the European Higher Education Area guaranteeing the homogeneity and quality of the training. ENEB master's and postgraduate programs have the highest recognitions, approvals and homologations that guarantee the educational quality of their content. They are highly valued professional trainings in the field of each of the different areas of knowledge. The homologations, accreditations, memberships, certifications, registrations and recognitions of ENEB are the following:



Remote learning

ENEB's training programs are 100% online and includes manuals, daily and voluntary live classes in the ENEB Metaverse, multimedia resources, forums, and debates within the ENEB community, as well as tutoring from Monday to Sunday.



Evaluation is done through the presentation of a final assignment per subject, after passing self-assessments. These self-assessments do not affect your final grade but help you measure your progress in learning. Final assignments are evaluated and corrected by the team of tutors and professors. There are no final tests or theoretical exams.

Flexibility is not only reflected in the delivery of assignments but also in the adaptability of the program to your needs. You can follow the order of subjects that best suits your time, needs, or concerns.

ENEB has a complete team of tutors available 7 days a week to guide and advise you on practical cases, ensuring your success in each subject.



Flexible



Customised



Accessible



Online



Our Methodology

At ENEB, you learn by making decisions through Harvard-backed case studies, guided by 200+ active professionals, all within our immersive Metaverse campus. Rather than focusing on memorizing information, we place the emphasis on preparing you for real-world business decisions.



SPECIAL PROGRAMS

“The Food Truck Challenge”

Simulator in which you will manage a succesfull food truck in the city of Boomtown.

You will work in teams to make decisions, after each decision there will be a debriefing and the decisions made and results obtained by each team will be discussed.

With content from Harvard Business Publishing Education.





Live Classes in the Metaverse

Our synchronous live classes are held from Monday to Thursday through the ENEB Metaverse (NUBI). These classes feature the participation of experts in various educational areas. The schedule of classes may vary depending on the availability of speakers, but you will always have access to the updated calendar several weeks in advance.

Although attendance at these classes is not mandatory, they are highly recommended as they offer an interactive and practical experience on the most relevant topics of the business world in all its dimensions.

If you are unable to attend a live class, do not worry. All sessions are recorded and available on the virtual campus shortly after they take place, so you can access them at any time that suits you.

A blurred background image showing a person's face on a laptop screen, with the laptop keyboard visible in the foreground.

Flexible Learning

24/365 Access

Study at your own pace with our flexible 24/365 methodology. Whether you are a busy professional or managing other commitments, our programs are designed to fit into your life. You can start and complete your studies at your convenience, ensuring a stress-free and adaptable learning experience.

Self-Assessment and Practical Assignments

Evaluation is done through the presentation of final assignments per subject, following self-assessments that help you measure your progress. Our flexible approach allows you to follow the order of subjects that best suits your time and needs.

Calendar

All our Masters, Management Development Programs and Advanced Courses have a flexible start date, i.e. they begin when you wish and inform us. The duration of each of them will depend on the number of credits, ranging from 1 month for the Higher Education Courses, 5 months for the Executive Courses, 9 months for the Masters, 12 months for the Double Masters and 14 months for the Global MBA.

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Thanks to our
7/24
Method

**we will answer all your
questions and doubts every
day of the year through the
Virtual Campus.**



What we offer:

- Welcome sessions
- Live classes from Monday to Thursday in our NUBI metaverse with active professionals
- Academic Q&A with our Secretary team in the metaverse
- Possibility of internships in companies
- Partnerships with other schools and businesses
- Registration in our job bank
- Networking opportunities and access to the ENEB Community
- Student card



Class President

As part of ENEB's commitment and excellence to students around the world, all programs have Class Presidents who not only are primary guides and supporters within the institution, but also key figures in fostering a robust networking network designed to expand your professional and academic opportunities.

All students are invited to connect with them to stay abreast of the latest developments and opportunities in our academic community. These leaders will offer you valuable resources and strategic advice to maximize your potential for employability and academic success.

Connect, collaborate and grow with us!



Saqib Achakzai
MBA

Senior Manager at Deloitte in London, he is a chartered accountant with more than fifteen years of experience in financial services. His experience includes business transformation, regulatory compliance and financial audits for clients in the UK, US and Middle East.



Richard Overton
MBA + Master in Project Management

Chief Engineer with over 29 years of manufacturing and business management experience. Specialized in operational efficiency, safety standards and team leadership. Expert in methodologies such as FMECA, DMAIC, 5S and TPM. Known for driving efficiency and leading goal-focused teams.



Roner Chichirita
MBA + Master in Big Data and Business Intelligence

A nurse from the Philippines working in a major German hospital, he is pursuing an MBA and a master's degree in Big Data and Business Intelligence at ENEB. His goal as Class President is to improve his leadership skills and help students. In addition, he works as a tax advisor for the Filipino community in Hamburg and enjoys building IKEA furniture and creating websites as a hobby.



Steven Poole
MBA + Master in Logistics

Steven Poole is a recognized leader in the Australian rail industry with more than 20 years of experience. He is currently a principal investigator at Australia's largest rail operator, where he has achieved notable reductions in workplace safety incidents and injuries, as well as significant improvements in staff performance and management.



Samir Bouazzi
MBA + Master in Team Management

An experienced IT, sales and business development professional, he holds a degree in Computer Science from Tunisia. He has managed projects on all continents and currently works as a Section Supervisor at Darwish Holding in Qatar, driving sales growth and fostering team excellence. His commitment to customer satisfaction, innovative strategies and team development make him a valuable professional to be Class President.



What do we expect from students

Success is the result of constant effort. There are no shortcuts to excellence. Dedicate yourself fully to each task and project, and the results will speak for themselves.



-  Active Participation
-  Visible Presence
-  Maximize Opportunities
-  Perseverance
-  Community Creation
-  Active Networking
-  Exemplary Leadership
-  Constant Effort

"I couldn't be happier with my studies at ENEB. The online platform includes current content applicable to real-life scenarios, and the quality of the master's degree exceeded all my expectations."



"I'm impressed with the professionalism and dedication of the entire team of the school. From faculty members to administrative staff, every interaction and aspect of my experience has been excellent."

Certifications

Here is an example of the certificates by ENEB and the University Isabel I that may be issued depending on your program of study.



Certificate of completion



**Harvard
Business
Publishing
Education**



Internship program

ENEB Business School is recognised by the most prestigious companies in different sectors. Its training programs, adapted to the current reality of the labour market, will allow you to get on perfectly in any company or organization and to develop a promising career. To make that possible, the school has an agreement with renowned business firms and an employment program where students can access more than 14,000 national and international job offers.

In its pursuit to promote the labour insertion of the students, ENEB Business School, among its free services, offers the possibility of undertaking internships in companies as a complement to their training plan. The objective of this internship, established through a Private Collaboration Agreement between the school and the company, is to allow training in work centres that reproduce the usual conditions of the business environment as part of their training plan.

We provide effective solutions to the growing training needs requested by companies for their future employees. We have an avant-garde research department to update and adapt new trends to the current market as well as a networking space for the meeting of students, managers, professionals, academic experts and entrepreneurs who want to exchange experiences and opinions. Below are some of the companies and organizations where our internships take place:



International character

In addition, all the students focused on international business, business sciences, management, business administration and management, can apply for an international internship through our partners Worldwide Internships and Pic-Management in the United States, Mexico, Dominican Republic, Spain, France, Thailand, China, Malaysia, United Arab Emirates and New Zealand, among others.



Job Opportunities

ENEB Business School is recognized by the most prestigious companies in different sectors. Its training programs, adapted to the current reality of the working world, allow students to grow professionally and climb their career ladder in any company.

To make this possible, ENEB Business School has an agreement with major business firms and employment exchanges with more than 14,000 offers available to its students within the business environment. Registration is optional, and we maintain the strictest confidentiality according to the Personal Data Protection Law in compliance with the European Regulation of Data Protection RGPD 2016/679 and RD of development 1720/2007.

Our team will advise our students on the adaptation of their curriculum and cover letters to ensure their employability in selection processes.



Scholarships and grants

ENEB has limited places available for each of the scholarships aimed at all Master's Degree and Management Development Program students who meet the following requirements:

Direct Scholarship: Without requirements or limitations in each enrollment period. Get your Direct Scholarship now without administrative procedures.

Scholarship for Academic Excellence: Intended for those students whose academic and professional qualifications have a profile of excellence.

Entrepreneurial Talent Scholarship: Designed for all those entrepreneurs who wish to study a Master's or Postgraduate degree in order to apply it to their professional career.

Women and Equality Scholarship: Designed for female candidates who want to grow professionally and achieve the highest level of education. In ENEB, we are committed to gender equality and we encourage woman's integration into the workforce..

Management Scholarship: Intended for all those professionals whose roles of responsibility requires them to continually grow and evolve..

Corporate Scholarship: DIntended for all those professionals who want to boost their career and opt for higher positions.

Scholarship for self-employed professionals: Intended for self-employed professional who wish to pursue a Master's or Postgraduate degree to gain an in-depth knowledge of their sector or to acquire the necessary skills to grow their business.

SMEs Scholarship: Designed for entrepreneurs who wish to increase their knowledge to contribute to the growth of their company.

Scholarship for the unemployed: Intended for all those who wish to pursue further studies in order to re-enter the job market.

Geographical Mobility Scholarship: Intended for all applicants who wish to study from anywhere in the world and thus, acquire a global view of the business world.

We are committed to making education accessible to everyone

At ENEB, we are dedicated to democratizing education through exceptional affordability and quality. Our commitment drives us to invest in creating opportunities for every student to thrive and excel, regardless of financial constraints.



"ENEb not only offered me the chance to complete my master's degree at an unbeatable price but also provided the flexibility I needed to achieve my goals. This experience has truly transformed my life, opening doors to new opportunities and shaping my future in profound ways."

"I found everything I needed at ENEb: quality content in a format that allowed me to balance work, personal life and study, and at a price I could afford."



A photograph of two women sitting on dark stone steps in front of a modern building with large glass windows. The woman on the left is wearing a light blue t-shirt and jeans, holding a large brown folder. The woman on the right is wearing a light blue button-down shirt and a long skirt, holding a tablet. They are both smiling and looking at the documents. A large, semi-transparent red circle is overlaid on the left side of the image. The text 'MASTER IN COACHING AND MINDFULNESS' is written in white, bold, sans-serif capital letters across the bottom right of the image.

MASTER IN COACHING AND MINDFULNESS

INTRODUCTION

The Master in Coaching and Mindfulness is a training program that combines two complementary disciplines that are in increasing demand in the personal and professional sphere. Coaching focuses on the development of skills and competencies to enhance performance and well-being, while mindfulness promotes mindfulness and the reduction of stress and anxiety. Together, these approaches can help people achieve greater emotional balance and develop their full potential.

Choose to train at ENEB, one of the most prominent distance business schools in Europe, allowing you to train at the highest level from anywhere, with daily support from all professors and tutors.

TWO DIPLOMAS

Upon completing your studies, you will be eligible to receive a double certification awarded by the European Business School of Barcelona, endorsed and certified by Universidad Isabel I:

- Master in Coaching and Mindfulness

Additionally, you will obtain a Diploma of Specialization in Innovation and Project Management issued by the European Business School of Barcelona. This diploma certifies the acquisition of key competencies in these strategic areas, significantly enhancing your professional profile and improving your employment opportunities in today's competitive job market.

WHO IS IT FOR?

The Master in Coaching and Mindfulness is aimed at:

- Professionals in psychology, education or health who wish to specialize in coaching and mindfulness as tools for personal and professional development.
- Managers and executives who wish to improve their leadership and team management skills through coaching and mindfulness.
- Human resources professionals who wish to develop talent management and business coaching skills.
- Sports professionals who wish to improve the performance of athletes through coaching and mindfulness.
- University graduates in any discipline who wish to acquire coaching and mindfulness skills for their personal and professional development.

OBJECTIVES

The curriculum of the Master in Coaching and Mindfulness aims to provide students with the following knowledge and skills:

- To train students in the skills and techniques necessary to apply coaching and mindfulness in different contexts.

- Promote personal development and self-knowledge of students.
- To provide students with tools for leadership and emotional management.
- To provide students with an overview of current trends in coaching and mindfulness.
- To offer a practical and applied approach, through exercises and practices.
- To foster students' ability to help others in their personal and professional development.

CAREER OPPORTUNITIES

- **Personal coach:** in charge of guiding people in their personal and professional development through individual coaching sessions.
- **Executive coach:** in charge of advising managers and executives in their leadership and team management to improve business performance.
- **Mindfulness consultant:** in charge of providing training and advice on mindfulness techniques and mindfulness in work and educational environments.
- **Coaching trainer:** in charge of providing coaching training through workshops, courses and training programs for companies or educational institutions.

ADMISSION

To be eligible for any of our Master's programs, applicants must meet the following requirements:

- Hold a degree in any field (Bachelor's, Architecture, Higher or Technical Engineering, Licentiate, Diploma, or equivalent).
- University students currently pursuing a degree or equivalent higher education studies.
- Professionals with career prospects in their current positions.
- If you do not meet any of the above conditions, please contact the school, and the admissions department will evaluate your specific case.

YOUR MASTER INCLUDES:

- Master in Coaching and Mindfulness
- Diploma of Specialization in Innovation and Project Management
- Registration in our job bank
- Possibility of internships in companies
- Tutorials from Monday to Sunday
- 7" tablet as a gift

SECTION 1: COACHING

- Topic 1. What is coaching?
- Topic 2. Types of coaching
- Topic 3. Team coaching
- Topic 4. Methodologies and tools
- Topic 5. 360° Evaluation

SECTION 2: MENTORING

- Topic 1. What is mentoring?
- Topic 2. Coaching vs. mentoring
- Topic 3. Types of mentoring
- Topic 4. Personal development plan
- Topic 5. Action plan supervision
- Topic 6. Managing the Mentor/Mentee Relationship

SECTION 3: NLP

- Topic 1. Introduction
- Topic 2. Metaprograms
- Topic 3. Strategies and timelines
- Topic 4. Hypnosis, an NLP tool.
- Topic 5. Change and learning with NLP. Useful keys
- Topic 6. Gestalt and Organizational Development

SECTION 4: EMOTIONAL INTELLIGENCE

- Topic 1. Importance and benefits
- Topic 2. The power of communication
- Topic 3. Self-leadership
- Topic 4. Emotional intelligence tools

SECTION 5: CORPORATE EMOTIONAL INTELLIGENCE

- Topic 1. Team leadership
- Topic 2. Values and ideology
- Topic 3. Talent development
- Topic 4. Profits, passion and purpose

SECTION 6: OCCUPATIONAL WELFARE

- Topic 1. What is wellbeing
- Topic 2. Embodiment
- Topic 3. Flowtime
- Topic 4. Methodologies

SECTION 7: HAPPINESS IN ORGANIZATIONS

- Topic 1. Fundamentals of Happiness
- Topic 2. Corporate welfare
- Topic 3. Diagnostics and wellness tools
- Topic 4. Quality of life in the workplace
- Topic 5. Emotional and social well-being

SECTION 8: PROJECT MANAGEMENT

- Topic 1. Project management figure
- Topic 2. Team management
- Topic 3. Team management and communication
- Topic 4. Project management

SECTION 9: AGILE METHODOLOGIES

- Topic 1. Product management
- Topic 2. Lean startup
- Topic 3. Agile management

SECTION 10: DECISION MAKING

- Topic 1. Problem definition
- Topic 2. Selection of criteria and techniques
- Topic 3. Development of alternatives
- Topic 4. Analysis
- Topic 5. Decision
- Topic 6. Action plan
- Topic 7. Examples of problems

A JOURNEY THROUGH THE SYLLABUS

SECTION 1: COACHING

This section introduces the fundamentals of coaching, exploring various types, methodologies, and evaluation tools. It aims to provide a comprehensive understanding of coaching practices and their applications.

Topic 1: What is Coaching?

What is Coaching? introduces the concept of coaching and its significance in personal and professional development. Students will learn about the definition of coaching, its benefits, and the role of a coach in facilitating growth and change.

Topic 2: Types of Coaching

Types of Coaching explores the different forms of coaching, including executive, career, and life coaching. Students will learn about the unique characteristics and techniques associated with each type of coaching.

Topic 3: Team Coaching

Team Coaching focuses on applying coaching techniques to teams. Students will learn about the benefits of team coaching, methods for facilitating team development, and strategies for enhancing team performance through coaching.

Topic 4: Methodologies and Tools

Methodologies and Tools covers the various coaching models and tools used to support coaching processes. Students will learn about popular coaching methodologies, assessment tools, and techniques for measuring coaching outcomes.

Topic 5: 360° Evaluation

360° Evaluation explores the use of multi-source feedback in coaching. Students will learn about the 360-degree feedback process, how to collect and interpret feedback, and how to use this information to support individual and team development.

SECTION 2: MENTORING

This section covers the principles and practices of mentoring. It explores the differences between coaching and mentoring, types of mentoring, and how to manage mentor-mentee relationships.

Topic 1: What is Mentoring?

What is Mentoring? introduces the concept of mentoring and its role in professional development. Students will learn about the definition of mentoring, its benefits, and how it differs from coaching.

Topic 2: Coaching vs. Mentoring

Coaching vs. Mentoring explores the distinctions and overlaps between coaching and mentoring. Students will learn about the unique characteristics of each approach and how to choose the appropriate method for different situations.

Topic 3: Types of Mentoring

Types of Mentoring covers the various forms of mentoring relationships. Students will learn about formal and informal mentoring, peer mentoring, and group mentoring, as well as the benefits and challenges of each type.

Topic 4: Personal Development Plan

Personal Development Plan focuses on creating and implementing development plans for mentees. Students will learn about setting development goals, identifying learning opportunities, and tracking progress.

Topic 5: Action Plan Supervision

Action Plan Supervision explores the role of mentors in guiding mentees through their action plans. Students will learn about providing support, monitoring progress, and adjusting plans as needed to ensure success.

Topic 6: Managing the Mentor/Mentee Relationship

Managing the Mentor/Mentee Relationship covers strategies for building and maintaining effective mentoring relationships. Students will learn about establishing trust, setting expectations, and navigating challenges in the mentor-mentee dynamic.

SECTION 3: NLP (Neuro-Linguistic Programming)

This section introduces the principles and applications of NLP in coaching and personal development. It covers key NLP concepts, techniques, and tools.

Topic 1: Introduction

Introduction provides an overview of NLP, its origins, and its applications in coaching and personal development. Students will learn about the basic principles and concepts of NLP.

Topic 2: Metaprograms

Metaprograms explores the mental filters that influence how individuals perceive and respond to information. Students will learn about different types of metaprograms and how to identify and use them in coaching.

Topic 3: Strategies and Timelines

Strategies and Timelines cover the methods for understanding and influencing people's thinking and behavior. Students will learn about the importance of timelines in NLP and techniques for mapping and modifying personal strategies.

Topic 4: Hypnosis, an NLP Tool

Hypnosis, an NLP Tool examines the use of hypnosis within the framework of NLP. Students will learn about the principles of hypnotic communication, trance states, and how to use hypnosis as a tool for change and learning.

Topic 5: Change and Learning with NLP. Useful Keys

Change and Learning with NLP explores how NLP techniques can facilitate personal change and learning. Students will learn about the keys to effective NLP interventions and strategies for promoting lasting change.

Topic 6: Gestalt and Organizational Development

Gestalt and Organizational Development examines the integration of Gestalt principles with NLP for organizational development. Students will learn about Gestalt therapy concepts, their application in coaching, and techniques for fostering organizational growth and change.

SECTION 4: EMOTIONAL INTELLIGENCE

This section focuses on the principles and applications of emotional intelligence. It covers the importance of emotional intelligence, communication, self-leadership, and practical tools.

Topic 1: Importance and Benefits

Importance and Benefits explores the significance of emotional intelligence in personal and professional success. Students will learn about the benefits of developing emotional intelligence and its impact on relationships, performance, and well-being.

Topic 2: The Power of Communication

The Power of Communication examines how emotional intelligence enhances communication skills. Students will learn about the role of emotions in communication, techniques for improving emotional communication, and strategies for effective interpersonal interactions.

Topic 3: Self-Leadership

Self-Leadership covers the principles of leading oneself through emotional intelligence. Students will learn about self-awareness, self-regulation, and techniques for developing self-leadership skills to enhance personal effectiveness.

Topic 4: Emotional Intelligence Tools

Emotional Intelligence Tools provides practical tools and techniques for developing and applying emotional intelligence. Students will learn about assessment tools, exercises, and strategies for building emotional intelligence in themselves and others.

SECTION 5: CORPORATE EMOTIONAL INTELLIGENCE

This section focuses on the application of emotional intelligence in a corporate setting. It covers team leadership, values, talent development, and aligning personal and organizational goals.

Topic 1: Team Leadership

Team Leadership explores how emotional intelligence can enhance leadership effectiveness. Students will learn about the components of emotional intelligence, how to develop these skills, and their impact on team leadership.

Topic 2: Values and Ideology

Values and Ideology examines the role of personal and organizational values in shaping behavior and decision-making. Students will learn about aligning values with organizational goals and fostering a values-driven workplace.

Topic 3: Talent Development

Talent Development focuses on using emotional intelligence to identify and nurture talent within organizations. Students will learn about creating development opportunities, providing constructive feedback, and supporting employee growth.

Topic 4: Profits, Passion, and Purpose

Profits, Passion, and Purpose explores the alignment of personal passions and organizational purpose. Students will learn about creating a sense of purpose in the workplace, motivating employees, and driving performance through shared goals.

SECTION 6: OCCUPATIONAL WELFARE

This section focuses on the well-being of employees within organizations. It covers the concepts of well-being, embodiment, flowtime, and methodologies for promoting occupational welfare.

Topic 1: What is Wellbeing

What is Wellbeing introduces the concept of occupational welfare and its importance for employee performance and satisfaction. Students will learn about the dimensions of well-being, factors influencing it, and strategies for enhancing workplace well-being.

Topic 2: Embodiment

Embodiment explores the connection between physical health and workplace performance. Students will learn about the importance of physical activity, ergonomics, and creating a healthy work environment.

Topic 3: Flowtime

Flowtime covers the concept of flow and its impact on productivity and satisfaction. Students will learn about creating conditions for flow, managing time and tasks, and supporting employees in achieving a state of flow.

Topic 4: Methodologies

Methodologies examines various approaches and techniques for promoting occupational welfare. Students will learn about well-being programs, assessment tools, and best practices for implementing and sustaining well-being initiatives.

SECTION 7: HAPPINESS IN ORGANIZATIONS

This section explores the principles and practices for fostering happiness within organizations. It covers the fundamentals of happiness, corporate welfare, diagnostics, and tools for enhancing quality of life at work.

Topic 1: Fundamentals of Happiness

Fundamentals of Happiness introduces the concept of happiness and its importance in the workplace. Students will learn about the determinants of happiness, its impact on performance, and strategies for fostering happiness at work.

Topic 2: Corporate Welfare

Corporate Welfare examines the role of organizations in promoting employee well-being. Students will learn about corporate wellness programs, policies for enhancing welfare, and techniques for creating a supportive work environment.

Topic 3: Diagnostics and Wellness Tools

Diagnostics and Wellness Tools covers the methods for assessing and improving workplace well-being. Students will learn about diagnostic tools, wellness assessments, and strategies for using these tools to identify and address well-being issues.

Topic 4: Quality of Life in the Workplace

Quality of Life in the Workplace explores the factors that contribute to a high quality of work life. Students will learn about work-life balance, job satisfaction, and techniques for enhancing the overall quality of life for employees.

Topic 5: Emotional and Social Well-being

Emotional and Social Well-being focuses on the emotional and social aspects of well-being in the workplace. Students will learn about the importance of social connections, emotional support, and strategies for fostering a positive social environment at work.

SECTION 8: PROJECT MANAGEMENT

This section introduces the methodologies and practices for managing projects. It covers project planning, team management, and communication.

Topic 1: Project Management Figure

Project Management Figure explores the role and responsibilities of a project manager. Students will learn about the skills and competencies required for effective project management.

Topic 2: Team Management

Team Management covers the principles and practices for managing project teams. Students will learn about team dynamics, leadership styles, and techniques for building and managing high-performing teams.

Topic 3: Team Management and Communication

Team Management and Communication examines the importance of communication in project management. Students will learn about communication strategies, tools, and techniques for ensuring effective team communication.

Topic 4: Project Management

Project Management provides an overview of the project management process. Students will learn about project planning, execution, monitoring, and closure, as well as techniques for managing project scope, time, and resources.

SECTION 9: AGILE METHODOLOGIES

This section focuses on agile methodologies for managing projects and product development. It covers principles of agile management, lean startup, and product management.

Topic 1: Product Management

Product Management explores the role of product managers and the principles of managing product development. Students will learn about product life cycle, market analysis, and strategies for successful product management.

Topic 2: Lean Startup

Lean Startup covers the lean startup methodology for developing and launching new products. Students will learn about the principles of lean startup, validated learning, and techniques for building products that meet customer needs.

Topic 3: Agile Management

Agile Management introduces the agile methodology for project management. Students will learn about agile principles, practices, and frameworks such as Scrum and Kanban, and how to apply them to manage projects effectively.

SECTION 10: DECISION MAKING

This section focuses on the principles and processes of decision making. It covers problem definition, criteria selection, alternatives development, analysis, and action planning.

Topic 1: Problem Definition

Problem Definition explores the process of identifying and defining problems. Students will learn about techniques for problem identification, analysis, and framing to ensure a clear understanding of the issues at hand.

Topic 2: Selection of Criteria and Techniques

Selection of Criteria and Techniques examines the criteria and methods used for decision making. Students will learn about various decision-making models, criteria for evaluating alternatives, and techniques for making informed decisions.

Topic 3: Development of Alternatives

Development of Alternatives focuses on generating and evaluating alternative solutions. Students will learn about brainstorming, creative thinking techniques, and methods for assessing the feasibility of different options.

Topic 4: Analysis

Analysis covers the techniques for analyzing alternatives and making decisions. Students will learn about cost-benefit analysis, risk assessment, and other analytical tools for evaluating options and making informed choices.

Topic 5: Decision

Decision explores the process of making and implementing decisions. Students will learn about decision-making frameworks, techniques for making final decisions, and strategies for ensuring effective implementation.

Topic 6: Action Plan

Action Plan covers the development and execution of action plans. Students will learn about planning techniques, resource allocation, and strategies for monitoring and adjusting plans to achieve desired outcomes.

Topic 7: Examples of Problems

Examples of Problems provides case studies and practical examples of decision-making processes. Students will learn about real-world scenarios, how to apply decision-making techniques, and lessons learned from successful and unsuccessful decisions.