ENEB | Empowering the best leaders

Academic Brochure

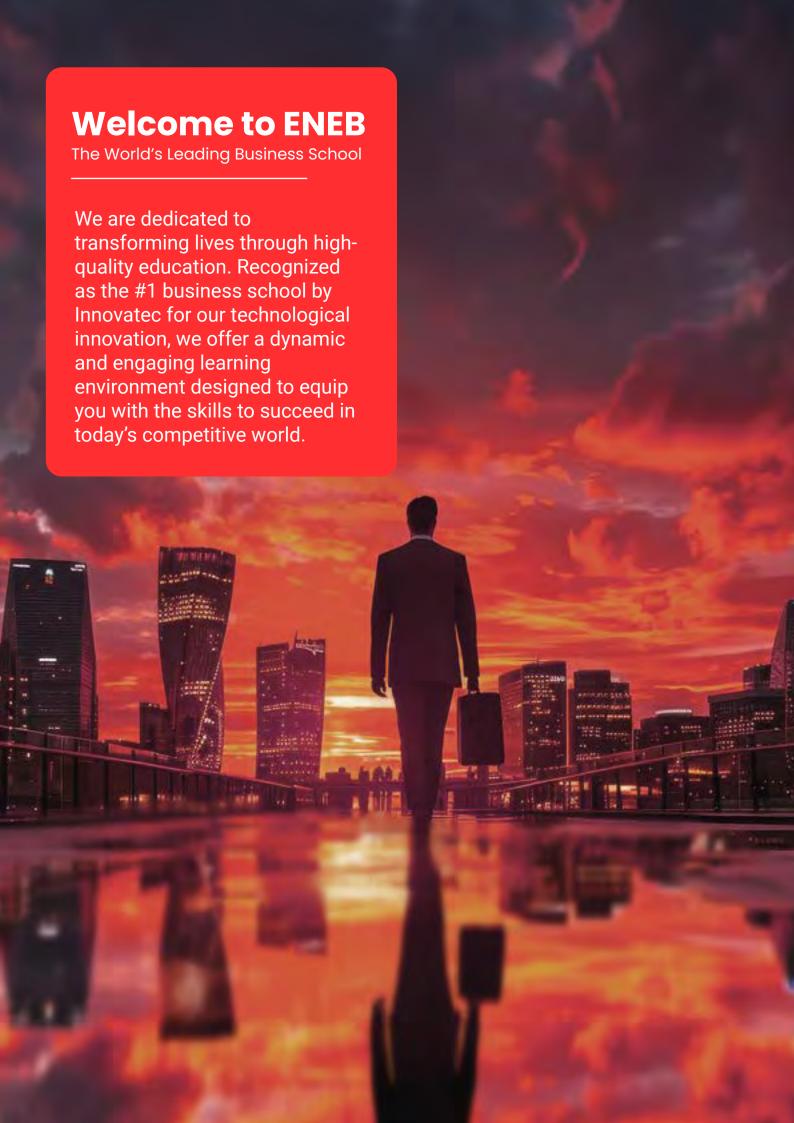# European Business School of Barcelona

In collaboration with:

Universidad Isabel I

Harvard Business Publishing Education

aeen
asociación española
de escuelas de negocios

IEE International Education Evaluations

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).

MAIN PARTNERS

Universidad Isabel I

Harvard Business Publishing Education

TECH PARTNERS

numintec

hotmart

ZOHO

moodle

Power BI

Hawkings

power query

nubii

+ 100 PARTNERS

UIN UNIVERSIDAD INSURGENTES

IEP Instituto Europeo de Posgrado

CLAEH Universidad

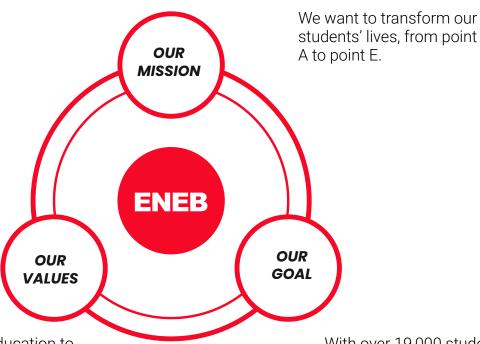Corporación UNIVERSITARIA AUTONOMA DE NARIÑO
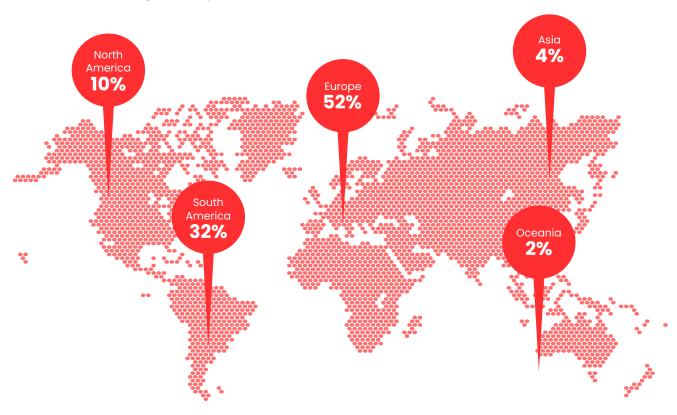
You are our mission, our values and our goals

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.

OUR MISSION

ENEB

OUR VALUES

OUR GOAL

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.

North America
10%

Europe
52%

Asia
4%

South America
32%

Oceania
2%

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.

+115k
Alumni

+30k
Current students.

64
Countries

+19k
Students per year

37
Average student age

#1
Technology

21
Awards

+230
Training programs

+1.5K
Employability partners

+600 m
Million in scholarship

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:

Universidad Isabel I
All our training programmes are certified by Universidad Isabel I.

IEE International Education Evaluations
Collaboration with IEE, for validations in USA and Canada.

CECAP
Member of the Spanish Confederation of Private Centres and Academies.

@nced
Member of the Spanish National Association of e-Learning and Distance Learning Centres

TRINITY COLLEGE LONDON
Collaborating Centre of the Trinity College London.

EFQM
Quality and excellence certification with the highest score issued by the European Foundation for Quality Management.

ICEEX
Certificate of educational excellence established

Cambra Barcelona 'doing business'
Member of the Barcelona Chamber of Commerce

Best business school rated by its students.

GOBIERNO DE ESPAÑA MINISTERIO DE INDUSTRIA, COMERCIO Y TURISMO
Registered trademark with the number 3,543,757 within class 41 of Education and Training.

CLADEA
Associated to the Latin American Council of Management Schools

aeen asociación española de escuelas de negocios
Associated with the Asociación Española de Escuelas de Negocios.
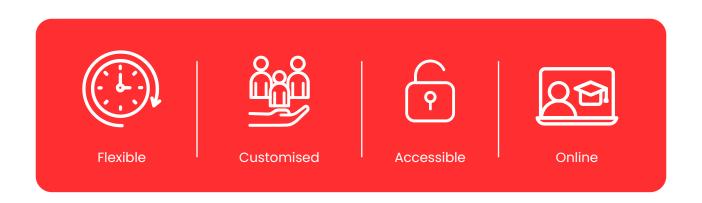
Remote learning

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.

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.

"

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

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.

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.

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:

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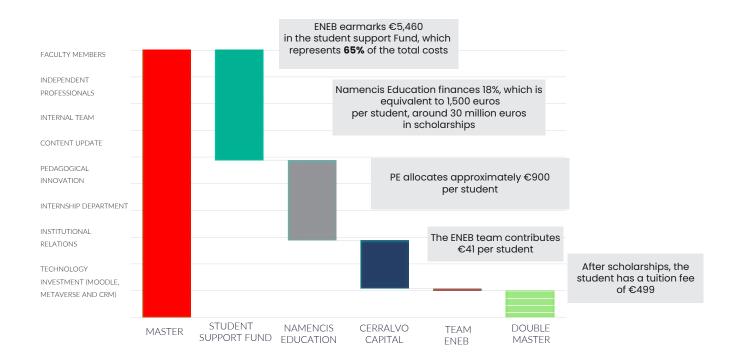
SMEs Scholarship: Designed for entrepreneurs who wish to increase their knowledge to contribute to the growth of their company.

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.

FACULTY MEMBERS

INDEPENDENT PROFESSIONALS

INTERNAL TEAM

CONTENT UPDATE

PEDAGOGICAL INNOVATION

INTERNSHIP DEPARTMENT

INSTITUTIONAL RELATIONS

TECHNOLOGY INVESTMENT (MOODLE, METAVERSE AND CRM)

ENEB earmarks €5,460 in the student support Fund, which represents **65%** of the total costs

Namencis Education finances 18%, which is equivalent to 1,500 euros per student, around 30 million euros in scholarships

PE allocates approximately €900 per student

The ENEB team contributes €41 per student

After scholarships, the student has a tuition fee of €499

MASTER | STUDENT SUPPORT FUND | NAMENCIS EDUCATION | CERRALVO CAPITAL | TEAM ENEB | DOUBLE MASTER

"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."

MASTER IN HUMAN RESOURCES AND TALENT MANAGEMENT

INTRODUCTION

The Master in Human Resources and Talent Management is a graduate program that focuses on providing students with a solid background in human resources management and talent management. This program is designed to train students in leadership and business management skills, as well as to develop specific skills in the areas of personnel management, personnel selection, training and development, compensation and benefits, and labor relations.

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.

THREE 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 Human Resources and Talent Management

- Business Spanish Program Certificate (optional)

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 Human Resources and Talent Management is aimed at:

- Human resources professionals who wish to acquire skills and knowledge in talent management and strategic human resources management.

- Managers and executives who wish to improve their skills in talent management and strategic human resources management to lead teams and improve business performance.

- University graduates in any discipline who wish to acquire skills in talent management and strategic human resources management for their personal and professional development.

- Entrepreneurs who wish to acquire skills in talent management and strategic human resources management to launch and grow their business.

- Professionals from any area who wish to acquire skills in talent management and strategic human resources management to improve their professional performance and leadership.

OBJECTIVES

The curriculum of the Master in Human Resources and Talent Management aims to provide students with the following knowledge and skills:

- Train students to become experts in human resource management and talent management.

- To develop students' leadership and management skills so that they can effectively lead human resources teams.

- To enable students to design and execute effective human resource strategies.

- To provide students with a comprehensive understanding of current business dynamics and labor market trends.

- To foster critical thinking and problem solving in students.

- To provide students with a network of valuable business contacts and internship opportunities.

CAREER OPPORTUNITIES

- **Human Resources Director**: in charge of the strategic management of the company's human resources.

- **Recruitment specialist**: in charge of carrying out personnel selection and candidate evaluation processes.

- **Training and development manager**: in charge of designing and implementing training and development programs for the company's employees.

- **Human resources consultant**: in charge of advising companies on talent management and strategic direction of human resources.

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 Human Resources and Talent Management

- Diploma of Specialization in Innovation and Project Management

- Business Spanish Program Certificate

- Registration in our job bank

- Possibility of internships in companies

- Tutorials from Monday to Sunday

- 7" tablet as a gift

SYLLABUS

SECTION 1: HUMAN RESOURCES AND BUSINESS

Topic 1. Organization and people
Topic 2. Corporate culture
Topic 3. The meaning of team
Topic 4. Management of international teams
Topic 5. The future of work

SECTION 2: STRATEGIC PEOPLE MANAGEMENT

Topic 1. Strategic management in human resources
Topic 2. Strategic communication
Topic 3. Organizational culture
Topic 4. Business ethics
Topic 5. Labor flexibility

SECTION 3: TALENT MANAGEMENT

Topic 1. Personnel selection
Topic 2. Team planning and evaluation
Topic 3. Performance and performance management
Topic 4. Personnel training
Topic 5. Personnel Metrics
Topic 6. Management models

SECTION 4: MANAGEMENT SKILLS

Topic 1. Leadership
Topic 2. Effective communication
Topic 3. Coaching
Topic 4. Empowering teams
Topic 5. Change management

SECTION 5: EMPLOYEE EXPERIENCE

Topic 1. Employee experience
Topic 2. Employee's roadmap
Topic 3. Sense of belonging
Topic 4. Staff entries and exits.
Topic 5. Dismissal

SECTION 6: MANAGEMENT AND COMPENSATION STRUCTURES

Topic 1. Remuneration structure
Topic 2. Strategic Compensation Plan
Topic 3. Salaries in the 21st century
Topic 4. Individual Compensation Management
Topic 5. Management by objectives

SECTION 7: HAPPINESS IN ORGANIZATIONS

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

SECTION 8: 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 9: PROJECT MANAGEMENT

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

SECTION 10: AGILE METHODOLOGIES

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

SECTION 11: EMOTIONAL INTELLIGENCE

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

A JOURNEY THROUGH THE SYLLABUS

SECTION 1: HUMAN RESOURCES AND BUSINESS

This section covers the foundational elements of human resources within a business context, focusing on organizational structures, corporate culture, teamwork, managing international teams, and the evolving nature of work.

Topic 1: Organization and People

Organization and People explores the relationship between organizational structure and human resources. Students will learn about different organizational models, their impact on employee behavior, and strategies for aligning HR practices with organizational goals.

Topic 2: Corporate Culture

Corporate Culture examines the role of culture in shaping organizational behavior. Students will learn about the elements of corporate culture, how to assess and influence it, and its impact on employee engagement and performance.

Topic 3: The Meaning of Team

The Meaning of Team delves into the dynamics of teamwork. Students will learn about the characteristics of effective teams, team roles, and strategies for building and maintaining high-performing teams.

Topic 4: Management of International Teams

Management of International Teams focuses on the challenges and strategies for managing teams across different cultures and geographies. Students will learn about cross-cultural communication, virtual team management, and techniques for fostering collaboration in diverse teams.

Topic 5: The Future of Work

The Future of Work explores emerging trends and technologies shaping the workplace. Students will learn about the impact of automation, remote work, gig economy, and other factors influencing the future of human resources.

SECTION 2: STRATEGIC PEOPLE MANAGEMENT

This section covers strategic approaches to managing people within organizations, focusing on strategic HR management, communication, organizational culture, business ethics, and labor flexibility.

Topic 1: Strategic Management in Human Resources

Strategic Management in Human Resources examines the role of HR in formulating and implementing organizational strategy. Students will learn about strategic HR planning, aligning HR practices with business objectives, and measuring HR effectiveness.

Topic 2: Strategic Communication

Strategic Communication explores the importance of communication in achieving organizational goals. Students will learn about communication strategies, internal communication, and techniques for enhancing organizational communication.

Topic 3: Organizational Culture

Organizational Culture delves deeper into the elements that constitute an organization's culture. Students will learn about cultural assessment tools, change management, and strategies for fostering a positive organizational culture.

Topic 4: Business Ethics

Business Ethics examines ethical principles and their application in business. Students will learn about ethical decision-making, corporate social responsibility, and the role of ethics in HR practices.

Topic 5: Labor Flexibility

Labor Flexibility explores the concept of flexible work arrangements. Students will learn about the benefits and challenges of labor flexibility, types of flexible work arrangements, and strategies for implementing flexible work policies.

SECTION 3: TALENT MANAGEMENT

This section focuses on the processes and strategies for managing talent within an organization, including personnel selection, team planning, performance management, training, personnel metrics, and management models.

Topic 1: Personnel Selection

Personnel Selection covers the principles and practices of recruiting and selecting employees. Students will learn about job analysis, sourcing strategies, selection methods, and techniques for evaluating candidates.

Topic 2: Team Planning and Evaluation

Team Planning and Evaluation explores the processes for planning and assessing team performance. Students will learn about workforce planning, team performance metrics, and techniques for evaluating team effectiveness.

Topic 3: Performance and Performance Management

Performance and Performance Management examines the systems and processes for managing employee performance. Students will learn about performance appraisal methods, goal setting, feedback, and performance improvement strategies.

Topic 4: Personnel Training

Personnel Training covers the principles and practices of employee training and development. Students will learn about training needs analysis, training program design, delivery methods, and evaluating training effectiveness.

Topic 5: Personnel Metrics

Personnel Metrics explores the use of metrics and analytics in HR. Students will learn about key HR metrics, data collection methods, and techniques for analyzing and interpreting HR data to inform decision-making.

Topic 6: Management Models

Management Models examines various models and frameworks for managing talent. Students will learn about different management theories, their application in HR, and techniques for developing effective management practices.

SECTION 4: MANAGEMENT SKILLS

This section covers essential management skills required for effective leadership and team management, including leadership, communication, coaching, team empowerment, and change management.

Topic 1: Leadership

Leadership explores the principles and practices of effective leadership. Students will learn about leadership styles, qualities of effective leaders, and techniques for developing leadership skills.

Topic 2: Effective Communication

Effective Communication examines the role of communication in management. Students will learn about communication strategies, barriers to effective communication, and techniques for improving communication skills.

Topic 3: Coaching

Coaching covers the principles and practices of coaching in the workplace. Students will learn about coaching models, techniques for providing feedback, and strategies for fostering employee development through coaching.

Topic 4: Empowering Teams

Empowering Teams explores strategies for empowering employees and teams. Students will learn about delegation, trust-building, and techniques for creating an empowering work environment.

Topic 5: Change Management

Change Management examines the processes and strategies for managing organizational change. Students will learn about change management models, techniques for overcoming resistance, and strategies for leading change initiatives.

SECTION 5: EMPLOYEE EXPERIENCE

This section focuses on the elements that contribute to a positive employee experience, including employee roadmap, sense of belonging, onboarding, and offboarding processes, and handling dismissals.

Topic 1: Employee Experience

Employee Experience explores the factors that contribute to a positive work experience. Students will learn about employee engagement, workplace culture, and strategies for enhancing the overall employee experience.

Topic 2: Employee's Roadmap

Employee's Roadmap covers the journey of an employee within an organization. Students will learn about career development, progression pathways, and techniques for supporting employees throughout their career journey.

Topic 3: Sense of Belonging

Sense of Belonging examines the importance of fostering a sense of belonging among employees. Students will learn about inclusion, diversity, and techniques for creating an inclusive and supportive work environment.

Topic 4: Staff Entries and Exits

Staff Entries and Exits covers the processes for onboarding and offboarding employees. Students will learn about best practices for welcoming new employees, managing exits, and ensuring a smooth transition for both.

Topic 5: Dismissal

Dismissal explores the legal and ethical considerations of employee termination. Students will learn about termination procedures, handling difficult conversations, and techniques for minimizing the impact of dismissals on the organization.

SECTION 6: MANAGEMENT AND COMPENSATION STRUCTURES

This section covers the principles and practices of designing and managing compensation structures, including remuneration, strategic compensation planning, modern salary trends, individual compensation management, and management by objectives.

Topic 1: Remuneration Structure

Remuneration Structure explores the components of compensation packages. Students will learn about base salary, bonuses, benefits, and techniques for designing competitive and fair compensation structures.

Topic 2: Strategic Compensation Plan

Strategic Compensation Plan covers the development of compensation strategies aligned with organizational goals. Students will learn about compensation planning, market benchmarking, and techniques for ensuring pay equity.

Topic 3: Salaries in the 21st Century

Salaries in the 21st Century examines modern salary trends and challenges. Students will learn about flexible compensation models, remote work considerations, and strategies for addressing contemporary compensation issues.

Topic 4: Individual Compensation Management

Individual Compensation Management explores techniques for managing individual employee compensation. Students will learn about performance-based pay, incentives, and techniques for aligning individual compensation with performance.

Topic 5: Management by Objectives

Management by Objectives examines the use of objectives in performance management. Students will learn about goal setting, performance appraisal, and techniques for using objectives to drive performance and compensation decisions.

SECTION 7: HAPPINESS IN ORGANIZATIONS

This section focuses on the elements that contribute to employee happiness and well-being, including corporate well-being, wellness tools, quality of life at work, and emotional and social well-being.

Topic 1: Fundamentals of Happiness

Fundamentals of Happiness explores the psychological and organizational factors that contribute to employee happiness. Students will learn about the science of happiness, well-being theories, and techniques for fostering a happy workplace.

Topic 2: Corporate Welfare

Corporate Welfare examines the role of corporate wellness programs in enhancing employee well-being. Students will learn about wellness program design, implementation, and techniques for measuring their effectiveness.

Topic 3: Diagnostics and Wellness Tools

Diagnostics and Wellness Tools covers the assessment tools and techniques used to evaluate employee well-being. Students will learn about surveys, wellness metrics, and techniques for using data to inform wellness initiatives.

Topic 4: Quality of Life in the Workplace

Quality of Life in the Workplace explores factors that influence the quality of life at work. Students will learn about work-life balance, ergonomics, and techniques for creating a supportive and healthy work environment.

Topic 5: Emotional and Social Well-Being

Emotional and Social Well-Being examines the impact of emotional and social factors on employee well-being. Students will learn about emotional intelligence, social support, and techniques for promoting emotional and social well-being.

SECTION 8: MENTORING

This section covers the principles and practices of mentoring, including the difference between coaching and mentoring, types of mentoring, personal development plans, action plan supervision, and managing the mentor/mentee relationship.

Topic 1: What is Mentoring?

What is Mentoring? provides an overview of mentoring concepts and practices. Students will learn about the benefits of mentoring, the roles of mentors and mentees, and techniques for effective mentoring.

Topic 2: Coaching vs. Mentoring

Coaching vs. Mentoring examines the differences and similarities between coaching and mentoring. Students will learn about the distinct goals, techniques, and outcomes of each approach.

Topic 3: Types of Mentoring

Types of Mentoring explores various mentoring models. Students will learn about formal and informal mentoring, peer mentoring, reverse mentoring, and techniques for implementing different mentoring programs.

Topic 4: Personal Development Plan

Personal Development Plan covers the development of personalized growth plans for mentees. Students will learn about goal setting, skills assessment, and techniques for creating effective development plans.

Topic 5: Action Plan Supervision

Action Plan Supervision explores the techniques for overseeing and supporting mentees' action plans. Students will learn about progress tracking, feedback, and techniques for ensuring the successful execution of development plans.

Topic 6: Managing the Mentor/Mentee Relationship

Managing the Mentor/Mentee Relationship examines the dynamics of mentoring relationships. Students will learn about building trust, communication, and techniques for maintaining productive and supportive mentor/mentee relationships.

SECTION 9: PROJECT MANAGEMENT

This section covers the essential skills and knowledge required for effective project management, including the role of the project manager, team management, communication, and project management methodologies.

Topic 1: Project Management Figure

Project Management Figure explores the role and responsibilities of project managers. Students will learn about the skills required for effective project management and techniques for leading project teams.

Topic 2: Team Management

Team Management covers the principles and practices of managing project teams. Students will learn about team dynamics, conflict resolution, and techniques for building and leading 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 project management methodologies. Students will learn about project planning, execution, monitoring, and techniques for managing project risks and issues.

SECTION 10: AGILE METHODOLOGIES

This section explores agile methodologies and their application in project management, focusing on product management, lean startup, and agile management principles.

Topic 1: Product Management

Product Management covers the principles and practices of managing product development. Students will learn about product lifecycle, customer needs analysis, and techniques for delivering successful products.

Topic 2: Lean Startup

Lean Startup examines the lean startup methodology. Students will learn about validated learning, rapid experimentation, and techniques for building and scaling startups efficiently.

Topic 3: Agile Management

Agile Management explores the principles and practices of agile project management. Students will learn about agile frameworks, such as Scrum and Kanban, and techniques for implementing agile practices in organizations.

SECTION 11: EMOTIONAL INTELLIGENCE

This section covers the importance and benefits of emotional intelligence in the workplace, focusing on communication, self-leadership, and tools for developing emotional intelligence.

Topic 1: Importance and Benefits

Importance and Benefits examines the role of emotional intelligence in personal and professional success. Students will learn about the benefits of emotional intelligence and techniques for enhancing emotional intelligence skills.

Topic 2: The Power of Communication

The Power of Communication explores the impact of emotional intelligence on communication. Students will learn about empathetic communication, active listening, and techniques for improving communication effectiveness.

Topic 3: Self-Leadership

Self-Leadership covers the principles of self-leadership and its impact on emotional intelligence. Students will learn about self-awareness, self-regulation, and techniques for developing self-leadership skills.

Topic 4: Emotional Intelligence Tools

Emotional Intelligence Tools explores various tools and techniques for developing emotional intelligence. Students will learn about emotional intelligence assessments, training programs, and techniques for integrating emotional intelligence into daily practice.