



Sofaer Global MBA

Course # 1238221301 - Career Management Series

Prerequisites: None

Module 2 – 2021/22

Course Section Details

Section	Day	Hour	Lecturer	
Class	Thursdays, December 9- January 20 (Module 2)	1:15pm – 15:30 pm	Mrs. Katie Kushnir Ventura and Mrs. Yael Katzin Lewitus	katiekv@tauex.tau.ac.il yaelkatzin@tauex.tau.ac.il

Course Units

1 course units = 4 ECTS units

The ECTS (European Credit Transfer and Accumulation System) is a framework defined by the European Commission to allow for unified recognition of student academic achievements from different countries.

Course Description

This class is designed to advance your ability to promote your career in order to accomplish your professional goals.

The following course components will help you access the tools you need to succeed:

- A combination of highly interactive and action-oriented workshops
- Guest speakers
- Online resources
- Team and individual work
- Career advising team

- Speed sessions
- Written resources

Course Materials

All class materials, including power-point presentations, will be available on the course website on Moodle.

Assessment and Grade Distribution

Attendance – 10%
Class Participation – 10%
Class Presentations – 20%
Final Paper – 60%

Attendance:

Attending the Career Management Class is mandatory.

You are allowed to be absent from no more than one session with advanced approval from the CMC team.

This class is essential for completing your degree and an important part of learning stems from sharing knowledge and experiences through the discussions in the classroom. To maximize the learning, you are asked to make an effort to attend classes on time, especially since some of the sessions will be conducted by external speakers.

Class Presentations:

Classes 2-6 will start with an article overview based on the readings below; Each student will join a group of 3 students and will present in class an overview, including the main take away of the article. Group and article distribution will be made by the CMC and shared at the beginning of the course.

Course Assignments

Grading Policy

As of the 2008/9 academic year the Faculty has implemented a grading policy for all graduate level courses. This policy applies to all graduate courses in the Faculty, and will be reflected in the final course grade. Accordingly, the final average of the class for this course (which is not a core course) will fall between 83-87. Additional information regarding this policy can be found on the Faculty website <https://coller.tau.ac.il/MBA-students/programs/2019-20/MBA/regulations/exams>

Evaluation of the Course by Student

Following completion of the course students will participate in a teaching survey in order to evaluate the instructor and the course for the benefit of the students and the university.

Course Site (Moodle)

The course Moodle site will be the primary tool used to communicate messages and material to students. It is, therefore recommended to periodically check the course site in general, periodically, before each lesson, at end of the course as well. (For example: exam details and updates regarding assignments)

Course slides will be available on the course site.

Please note that topics which are not covered in the slides, but are discussed in class are considered an integral part of the course material and may be tested in examinations.

Implications for Business Ethics

Issues in business ethics will be discussed throughout. A key area of emphasis will be on the balance between individual gain and group outcome in the workforce.

Another area of emphasis will be on how data is represented and then retold to tell a story to generate consensus and buy-in, sometimes even obfuscating trends lines. A core theme in this regard will be how to balance between data that is clear and compelling, and data that does not recognize contravening inputs that might change the conclusion.

Course Outline

Concept	Readings	Date	2 Session Number
Introduction & setting expectations Workshop – Future or Work Exercise – Know your assets		9/12/2021	1st session
Lecture & Exercise – Career Anchors Workshop – Managing your Career (Prof' Jhonathan Smilansky)	Hill, Linda A. "Managing Your Career." Harvard Business School Background Note 494-082 March 1994. (Revised December 1998.). Schein, E. H., & Van Maanen, J. (2016). Career anchors and job/role planning. <i>Organizational Dynamics</i> , 3(45), 165-173.	16/12/2021	2nd session
Workshop –How to craft a bullet for your resume + writing your resume Exercise – Skills analysis	HBS – How to write a resume that stands out. By Amy Gallo HBS - Improve Your Résumé by Turning Bullet Points into Stories By: Jane Heifetz	23/12/2021	3rd session
Workshop – LinkedIn & Networking	Davis, J., Wolff, H. G., Forret, M. L., & Sullivan, S. E. (2020). Networking via LinkedIn: An examination of usage and career benefits. <i>Journal of Vocational Behavior</i> , 118, 103396. HBS – Managing yourself – How to tell your story on linkedin. By Alex Cooley	30/12/2021	4th session
Workshop – How to create on organization target list Alumni Panel	HBS – 3 ways to make the most of your alumni network. By Dorie Clark Phillips, S., & Ellinas, S. (2014). Chapter 04: How to work the room in five easy steps. Kogan Page Ltd.	06/01/2022	5th session
Workshop – How to prepare for a job interview	Weed, J. (2020, Aug 03). Acing the online job interview [with graphic(s)]. <i>New York Times</i> Retrieved from https://www.proquest.com/newspapers/acing-online-job-interview-with-graphics/docview/2429890139/se-2?accountid=14765 Yate, M. (2014). <i>Knock 'em dead job interview : How to turn job interviews into paychecks</i> . Jumpingdude Media. Chapter 3	13/01/2022	6th session
Guest Lecture – VP HR Course summary		20/01/2022	7th session