

## SYLLABUS

### Module Description

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Both awareness and enlightenment are not taught to us in any formal way. Yet, Self Awareness and Personal Enlightenment are the foundations of sustained personal development and the cultivation of management and leadership competences. They are the red threads that run through time and stress management, emotional intelligence, conflict resolution and self managing change. This module provides the insight, wisdom and understanding required to build and sustain both as they provide the basis of an ongoing plan for personal growth and development.

### Learning Outcomes

This module includes the following learning outcomes:

- Understanding the significance of awareness
- Connecting the basic principles of authentic time management
- Understand, manage and prevent stress
- Developing greater emotional intelligence
- Why conflict arises and how to dissolve it
- Ways to respond more effectively to change
- Clarifying personal purpose, vision and values
- Clearly identifying the steps required to sustain personal development

### Preliminary Tasks

Find three people and interview them with the following questions:

- 1 What does personal development mean to you?
- 2 What are the three things you would like to develop within yourself if you had the opportunity?

Research and define the meaning of the following terms:

- |              |                  |                |
|--------------|------------------|----------------|
| 1) Self      | 3) Thought       | 5) Personality |
| 2) Awareness | 4) Consciousness | 6) Feeling     |

Answer the following questions personally:

- 1 When people change what do you think it is within them that changes?
- 2 Why do people find it hard to change – list three reasons?
- 3 What are three things you would most like to change within yourself?

### Evaluation

Participants will be evaluated on **two aspects**:

10% Pework                      90% Final exam

## Schedule and Session Content

	Day 1
	<b>The Foundations of SELF AWARENESS</b>
9am – 11:00	<b>PERSONAL Planning</b> <ul style="list-style-type: none"> <li>- Awareness and Attention</li> <li>- The four pillars of time management</li> <li>- How to set your personal priorities</li> <li>- The control continuum</li> </ul>
11:00 – 11:30	Break
11:30 – 13:00	<b>STRESS Prevention</b> <ul style="list-style-type: none"> <li>- What is stress exactly</li> <li>- What causes stress?</li> <li>- What is your response ability!</li> <li>- Choosing a different response</li> </ul>
13:00 – 14:30	Lunch
14:30 – 16:00	<b>CHANGE Management</b> <ul style="list-style-type: none"> <li>- Facing change personally and collectively</li> <li>- Three ways to change your self</li> <li>- The Secret Life of a Habit</li> <li>- From belief to realizing what is true</li> </ul>
16:00 – 16:30	Break
16:30 – 17:30	<b>SELF Awareness</b> <ul style="list-style-type: none"> <li>- Building self-esteem</li> <li>- From force to power</li> <li>- The A.R.T. of self leadership</li> <li>- The five essential practices and methods</li> </ul>
17:30 – 18:00	Closing

	<b>Day 2</b>
	<b>Cultivating EMOTIONAL INTELLIGENCE</b>
09:15 – 11:00	<ul style="list-style-type: none"> <li>- What is Emotional Intelligence?</li> <li>- What is emotion and where does it come from?</li> <li>- Becoming aware of the presence of EGO</li> <li>- Identifying your attachments</li> </ul>
11:00 – 11:30	Break
11:30 – 13:00	<ul style="list-style-type: none"> <li>- The presence and effect of emotion</li> <li>- Understanding emotions and feelings</li> <li>- What is love and what is happiness?</li> <li>- What happens when emotion floods our consciousness</li> <li>- How to manage your emotions</li> <li>- Self awareness and self control</li> </ul>
13:00 – 14:30	Lunch
14:30 – 16:00	<ul style="list-style-type: none"> <li>- What motivates and moves YOU?</li> <li>- Increasing sensitivity to others emotions</li> <li>- Emotional Literacy</li> <li>- Non-verbal communication</li> <li>- Building and empathic relationship</li> <li>- Elements of non-judgmental listening</li> <li>- Asking the right questions</li> <li>- Reflecting back understanding</li> </ul>
16:00 – 16:30	Break
16:30 - 17:30	<p><b>Resolving CONFLICT</b></p> <ul style="list-style-type: none"> <li>- The Seven Home Truths about Conflict</li> <li>- Seven methods to detach</li> <li>- The seven types of conflict</li> <li>- The Power of Influence - the enlightened way to resolve conflict</li> <li>- The art of Co-operative Resolution</li> </ul>
17:30 – 18:00	Closing

	<b>Day 3</b>
	<b>Sustaining Your PERSONAL ENLIGHTENMENT and SELF DEVELOPMENT</b>
9:15 – 11:00	<p style="text-align: center;">Understanding the S Curve of Everything</p> <p style="text-align: center;"><b>The Seven Foundational Questions of Personal ENLIGHTENMENT</b></p> <ul style="list-style-type: none"> <li>• <b>1 Who am I?</b> – the Question of <b>IDENTITY</b></li> <li>• <b>2 What am I?</b> – The Question of <b>NATURE</b> The source of value/s - The shift from Force to Power</li> <li>• <b>3 How do I work</b> – The question of <b>FUNCTION</b> Understanding the functions of mind and intellect</li> </ul>
11:00 – 11:30	Break
11:30 - 13:00	<ul style="list-style-type: none"> <li>• <b>4 Where am I?</b> – The question of <b>CONTEXT</b></li> <li>- The Relationship Game</li> <li>- What is relationship</li> <li>- Relationship repair kit</li> <li>- Dealing with difficult people</li> <li>- Empowering others</li> </ul>
13:00 – 14:30	Lunch
14:30 – 16:00	<ul style="list-style-type: none"> <li>• <b>5 How does it all work?</b> – The Question of <b>LAW</b> The mental and spiritual laws of life</li> <li>• <b>6 Why am I here?</b> – The Question of <b>PURPOSE</b> Discerning personal purpose and integrating into life</li> <li>• <b>7 What happens next?</b> – The Question of <b>VISION</b></li> </ul>
16:00 – 16:30	Break
16:30 – 17:30	<ul style="list-style-type: none"> <li>- Creating a Personal Development Plan</li> <li>- Understanding your personality type</li> <li>- Four stages of learning and unlearning</li> <li>- Personal reflections and contemplations</li> <li>-</li> </ul>
17:30 – 18:00	Closing

## Other Course Policies

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### **Attendance:**

Given that a substantial amount of knowledge will be acquired in class through individual and team discussions, attendance will be considered a crucial issue in this course. If a participant needs to be absent in some session, it should be communicate it to the instructor well in advance.

### **Punctuality:**

Problem formulation is made at the beginning of the class. That activity determines and shapes the rest of the class analysis and discussion. So, being late in the session will strongly limit the student's ability to actively participate and share his/her thoughts. Furthermore, to leave the class before its end is unacceptable either.

### **Individual Participation:**

One of the basic skills of any person in the business world is the ability to communicate his/her ideas in an organized and intelligible fashion. For that reason, class participation becomes a fundamental expected attitude in the course participants. Highly valued comments and contributions include: focusing in topics not fully discussed yet, sharing different perspectives in the analysis, commenting working experiences related to the cases under study, and applying theories/frameworks/models that may help find a solution to the problem.

Had a participant not being able to prepare for class discussion, he/she is expected to communicate it to the instructor at the beginning of the class.

### **Academic Integrity:**

COTRUGLI Business School support and expect the highest standards of academic honesty. Just as integrity is valued in the workplace, it is also the foundation for how we should conduct ourselves during the course. Academic misconduct will not be tolerated. As such, students should not share any information regarding exams or presentations. Copying work of other participants, especially during the period before and after the residency, is a serious offense.

Discussion of individual assignments is encouraged, but the end product is expected to be an individual's effort. It is the responsibility of the course participants to contact the instructor with any question they might have of what constitutes appropriate ethical standards.

**NOTE:** The content of the syllabus might be modified during the course to better meet the needs and expectations of the participants. Complementary material will be distributed during the classes.

## Professor's Profile

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Mike George is an author of 16 books in 15 languages focused on self-awareness and personal enlightenment. As a senior member of Cotrugli Faculty he specialises in Personal Development and Liberating Leadership. He is a personal and executive coach and guide to Mitsubishi-Siemens-Royal Bank of Scotland Bank - Bank of Kuwait and the Middle East - Johnson and Johnson - Coca Cola - American Express - GlaxoSmithKline - Microsoft - British Telecom - The Allianz Group - Sheraton Hotels - Nestle - Zagrebačka Banka - Unilever - Shell - Adris - Zagrabacka Banka - Atlantic Grupa - Alstom - Karlovacka Pivovara - Pliva - Dukat - Carlsberg.

### Areas of Expertise

- Emotional/Spiritual Intelligence
- Leadership/Management Development
- Personal Development
- Continuous Learning and Unlearning

### Books

- **Liberating Leadership**  
Everyone's Leadership Journey
- **MINDSETS**  
How to change your perception and create new perspectives
- **BEING Your Self**  
SEEing and KNOWing What's IN the Way IS the Way!
- **From Ignorance to Enlightenment**  
The Journey WE ALL Must Make
- **The Immune System of the SOUL**  
How to Free Your Self from ALL Forms of Dis - ease
- **The 7 Myths About LOVE...Actually!**  
The Journey from Your HEAD to the HEART of Your SOUL
- **Don't Get MAD Get Wise**  
Why no one ever makes you angry...ever!
- **The 7 AHAs of Highly Enlightened Souls**  
How to Free YOUR Self from ALL Forms of Stress
- **Untangling Religion from Spirituality**  
101 Differences Between Spirituality and Religion
- **Learn to Find Inner Peace**  
Manage your anxieties, think well, feel well.
- **Learn to Relax**  
Ease tension, conquer stress and free the self
- **In the Light of Meditation**