



# INTERNATIONAL CAREER MANAGEMENT

## General data

Course code:	B19GMB14E
ECTS credits:	7
Type of the course:	business elective
Semester:	Spring, Semester 6
Course restrictions:	-
Course leader (with availabilities):	Gábor Balogh, Dr. baloghg@ktk.pte.hu +36 72 501 599/23275
Further lecturer(s) (with availabilities):	Brigitta Szabó-Bálint, Dr. balintb@ktk.pte.hu +36 72 501 599/23254

## 1. Description and aims

The overall objectives of the course are to increase students' knowledge according to the topic of career management. The aim of the course is to show the importance of self-awareness, self-exploration, self-consciousness, self-management, self-improvement, self-coaching in professional career and personal life planning; to motivate the students to explore and develop their skills and competences. The method of this course is practice-oriented (simulations, presentations, role-plays, situations, disputes, etc.).

## 2. Intended Learning Outcomes (ILOs)

Upon the successful completion of this course, students should be able to:

1. Combine the most important aspects of preparing a successful CV and cover letter (*PILO3, PILO6*),
2. Predict and explain the Hungarian and international specialities of the labour market (*PILO1, PILO3, PILO4*),
3. Select, categorise, combine, assess and formulate the goal-setting methods (*PILO1, PILO5*),
4. Create and elaborate their career development plan (design and construct a career plan) (*PILO2, PILO3, PILO7*),
5. Test, evaluate their own skills in a recruitment and selection process (learn how to distinguish themselves during an interview and an assessment center) (*PILO3, PILO6*),
6. Develop and use coping skills in stress management and solving techniques in time management (*PILO3, PILO7*).

(The remarks in brackets express each CILO's connection to the Program Intended Learning Outcomes (PILOs).)

## 3. Content, schedule

1. Introduction. CV, cover letter



2. Notion of career and international career management
3. Interview, AC and ideal job in international context
4. Goal setting. Time management
5. Labour market, job searching methods. Working abroad
6. Self-exploration, self-knowledge. Gender and generation issues
7. Selection techniques, employment contract
8. Career development plan
9. Stress management and other risks at work
10. Organizational career management, career success
11. Self-coaching, self-branding. Creativity, inspiration
12. Career management practices
13. Etiquette at work

#### 4. Learning and teaching strategy, methodology

*A combination of lecture, seminar and workshop. The first part is a short theoretical overview about the topic and that follows a discussion or simulation with more involvement of students. The activity of students is essential for the active learning and development of new skills and thoughts. The teaching method based on coaching approach that contains asking questions to motivate the students to think over and comprehend the topic.*

*It puts emphases on individual and teamwork, on student presentations and interactive discussions.*

#### 5. Assessment

*Formative assessment elements:*

*A high emphasis is placed on participation in simulation exercises with subsequent coaching and feedback by both the teacher as an instructor as well as fellow classmates.*

*Each exercise consists of an activity designed to get students thinking about, practicing, and discussing communication skills.*

*Summative assessment elements:*

Individual Assessment		80 %	Group Assessment		20 %	
Name of the element	Weight	Type	Details	Retake opportunity	Req.*	Related CIOs
My ideal job	5%	written assignment	students describe their own ideal job	after deadline students can earn half points	yes	7, 2
CV in Week 6	5%	written assignment	students prepare their own CV after teacher's lecture about instruction how to create a successful CV	after deadline students can earn half points	yes	1, 4, 5
Cover letter in Week 6	5%	written assignment	students prepare their own cover letter after teacher's lecture about instruction	after deadline students can earn half points	yes	1, 4, 5



			'how to create a successful cover letter' as an attachment of CV			
Career plan in Week 8	5%	written assignment	we discuss the methodology of goal-setting in career and everyday life with students in Week 4 and after that they will prepare their own goal-setting plan	after deadline students can earn half points	yes	3, 4
Practical	20%	presentations	scheduled for every week, one student must hold one presentation	date of presentation cannot rescheduled, but students have one possible retake opportunity, but they after the date they can earn half points for presentation	yes	2, 3, 4, 5, 6
Final exam	60%	exam	A written exam based on the lectures, containing 5-6 questions and single choice questions (up so 20%)	one retake opportunity	yes	1, 2

\* Req.: Completion of the element is required to pass the course, irrespective of the performance in other elements.

## 6. Learning materials

- Essential
  - Baruch, Y. (2022): Managing Careers and Employability. SAGE Publications; 1st edition, p. 408.
  - Presentations of lectures
- Recommended
  - Szabó-Bálint, Brigitta (2019): Organizational career development versus employee's career needs in Hungary. STRATEGIC MANAGEMENT: INTERNATIONAL JOURNAL OF STRATEGIC MANAGEMENT AND DECISION SUPPORT SYSTEM IN STRATEGIC MANAGEMENT, 24: 4, pp. 3-12. <https://scindeks.ceon.rs/Article.aspx?artid=1821-34481904003S>
  - Greenhaus, J. H. – Callanan, G. A. – Godshalk, V. M.: Career Management 3rd ed, The Dryden Press 2000

## 7. Further information

<b>International</b> aspects embedded with the course
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As the course focuses on international career management, international aspects are core elements of the lectures. We use international case examples during classes.

We plan to have guest lectures from international faculty or from a professional field.

**Ethics, Responsibility & Sustainability (ERS)** aspects embedded with the course

We have special topics during the semester which connect to business ethic (ethical behaviour) and responsibility or sustainability (like sustainable career). We also use case examples during classes to demonstrate these topics.

**Connections to the world of practice** of the course

We use the following methods to ensure connection to the world of practice:

Talks from practitioners during class

Use of own practitioner focused research

Use of own consulting / work experience