

**Course Unit: 400348 - Personal Development III**

Year 2 Semester 1 ISCED Code: 313 ECTS: 1,5

Type of Course Unit: Compulsory Delivery Mode: Face-to-face Language of Instruction: Portuguese

COURSE COORDINATOR: Inês Nobre Martins Camacho

**HOURS OF WORK**

TOTAL HOURS	Contact Hours								Hours in autonomous work
	Theory	Theory and practice	Practical and laboratory work	Field work	Seminar	Internship	Tutorial guidance	Other	
50	-	15	-	-	-	-	-	-	35

Prerequisites (if applicable):

**LEARNING OUTCOMES (knowledge, skills and competence)**

Reflect on the profiles of leaders and leadership processes to the smooth conduct of the work teams.

How to manage and organize the professional processes.

Know select and use the most appropriate communication techniques in endogenous and exogenous context to an organization / community / group.

Know prepare and conduct effective and fruitful business meetings;

Internalize the personal and professional level acting in accordance with the values that build ethics and deontology of Occupational Therapy Professional

**CONTENTS**

Reflexive critique of the experienced situations during field work

Group dynamic techniques: Clinical training location choice, constitution of the teams for the internships, role playing of expected situations

Leadership

Management and organization of work.

Communication skills

Conducting meetings.

Ethics and deontology

**DEMONSTRATION OF THE CONTENTS COHERENCE WITH THE COURSE UNIT'S LEARNING OUTCOMES**

Contents are coherent with the course unit's learning outcomes.

**TEACHING METHODOLOGIES**

An expository method, complemented by a participatory method, group dynamics, with situations of discussion and individual reflection exercises and team work will be used. The practical lectures and group work include a perspective of research-action and provide reflective, conclusive and productive discussion with the large group in a climate of respect for personal and professional individuality of each and diversity of views. The stimulation of classes, it is through the most diverse ways: oral, written and multimedia projection.

## **DEMONSTRATION OF THE COHERENCE BETWEEN THE TEACHING METHODOLOGIES AND THE LEARNING OUTCOMES**

In order to reach the Unit goals, it will be used an expository method, complemented by a participatory method, group dynamics, with situations of discussion and individual reflection exercises and team work.

## **EVALUATION METHODS**

Occupational therapist promotional poster(100%- minimum grade - 10).

## **MAIN BIBLIOGRAPHY**

- Canário, R. (2003). Formação e Situações de Trabalho. Porto: Porto Editora.
- Chiavenato, I. (2002). Recursos Humanos. São Paulo: Editora Atlas S.A
- Duening, T. (2008). Five Minds for the entrepreneurial future: cognitive skills as the intelectual foundation for next generation entrepreneurs curricula. Proceedings. USA SBE. 256-274.
- Ferreira, J., Neves, J., & Caetano, A. (2001). Manual de Psicossociologia das Organizações. Lisboa: MacGraw-Hill.
- Goleman, D.(2000). Trabalhar com inteligência. Lisboa: Temas e Debates.
- Hare, K., & Reynolds, L. (2003). Instrumentos para transformar a formação. Lisboa: Monitor.
- Hofstede, G. (2003). Culturas e Organizações. Compreender a nossa organização mental. Lisboa: Edições Sílabo.
- Rego, A. (2002). Comportamentos de Cidadania nas Organizações. Lisboa: McGraw-Hill.

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