

Chaminade University—Fall 2009 Professional Development, MBA 763

Instructor: Annabel Chotzen
Phone: 728-3355
E-Mail: annabel@annabelchotzen.com
Time: Thursday, 5:45 - 9:30 p.m.
Dates: October 8 - December 17, 2009
Classroom- Kieffer Hall, Room 31

Overview of the Course

In this course, students will gain interpersonal and self-management skills that will help them succeed in their career and personal lives. Students will research a variety of topics, write papers, give presentations and participate in group discussions.

This graduate level seminar focuses on developing participant's self-knowledge, professional perspectives, and skills for personal and professional success. The course emphasizes tools for effective self-management and career development. Topics include effective presentations, interpersonal communication strategies, conflict resolution, time management, handling stress, understanding personality types, listening and understanding skills, negotiation strategies, career values, and life goals.

Background of the Instructor:

Annabel Chotzen has taught undergraduate and post graduate courses since 1994 in Business Communications, Public Speaking, Negotiation, and Marketing. For more than fifteen years, she has been a keynote speaker at national and international conventions.

Annabel has provided corporate training sessions for local businesses and has taught top level business owners communication and presentations skills.

She has held leadership positions in the public and private sectors including the Director of Judicial Education for the State of Hawaii, Director of the Honolulu Charter Commission, and Communications Coordinator for Castle and Cooke. She has a Masters Degree in Public Administration from Harvard University, a Bachelors Degree from Bennington College, and a Teaching Certificate from the University of Washington.

Course Policies

- * Attendance is required
- * Appropriate professional attire is recommended
- * All students are expected to arrive at all classes on time, ready to begin
- * Advance notice is required for students who miss a class due to illness, travel or another emergency
- * Make-up/late assignments are allowed only in the event of an emergency and when the instructor has been notified prior to the class
- * Late assignments will receive a lower grade
- * Pagers and cell phones must be turned off during class

Guidelines for Written Assignments

- * Use 12-point type for text, larger for headers and sub-headers
- * Use single spacing with 1" margins
- * Student's name and page number printed on each page
- * Papers are to be dated with date of actual submission
- * Print the assignment name at the top of the page
- * Use short paragraphs with one idea in each paragraph
- * Provide a space between paragraphs
- * Papers should be stapled
- * Proof read all papers.
- * Take papers to the tutoring center for help with grammar if necessary

Guidelines for Oral Presentations

- * Make presentations to the class as if giving them to a company
- * Have a strong opening and conclusion
- * Vary body language, facial expressions and gestures
- * Use vocal variety by changing voice volume and speed
- * Be entertaining and persuasive
- * Practice at least five times out loud before making your class presentation
- * Presentation to be no less than eight and no more than ten minutes
- * Allow an additional five minutes for questions and comments

Grading

Participation in class	20% of grade
Written assignments	40% of grade
Oral presentations	40% of grade

Course Calendar MBA 763

Date	Topic
October 8	Overview of Course. Review Syllabus. Introductions. Effective presentations
October 15	Personality Types
October 22	Interpersonal Communication Skills
October 29	Conflict Resolution
November 5	Handling Stress
November 12	Time Management
November 19	Personal and Professional Promotion
December 3	Making a Difference
December 10	Self Management
December 17	Career Values and Life Goals