

PROFESSIONAL COMPETENCIES FOR CAREER DEVELOPMENT PROGRAM

NAME OF THE COURSE	Professional Competencies for Career Development
CERTIFICATE	Postgraduate course in Professional Competencies for Career Development
CENTER	Barcelona School of Economics
DURATION OF THE COURSE	12 months
MODALITY	Blended
TEACHING LANGUAGE	English
FEE	390€

1. INTRODUCTION

This training program offers the possibility of receiving a specific training in the most important competencies which increases employability of the student, helps to improve skills needed on the job market and facilitates to enter the job market at the same time of receiving supervised practical training within a recognized company or institution.

To obtain the Certificate, the student must satisfactorily complete:

- A stay from 3 to 12 months of internship at the company/institution equivalent to 10 ECTS credits.
- Take and pass theoretical subjects up to a total of 4 ECTS credits.
- Submit an evaluation report at the end of the course.

2. COURSE OBJECTIVES:

This program aims to complement the academic training in class with the development of complementary skills and a greater focus through the training of an internship in a company/institution. This enables the implementation of the acquired academic knowledge (theoretical concepts, quantitative methods, and analytical skills) during the master.

The specific objectives of the academic plan are:

- ✓ Provide the fundamental knowledge to implement the acquired academic knowledge in the work environment.
- ✓ Expose the students to a work dynamic /environment that invites them to use a number of competencies acquired which in turn then enables their professional growth.
- ✓ Develop students' knowledge within a specialization field.
- ✓ Provide the necessary knowledge and skills to improve the employability of the students.

3. STRUCTURE AND CONTENT OF THE COURSE:

The program consists of 2 simultaneous parts: a training in competences and a practical training based on a company or institution internship.

A. Training in competencies (4 ECTS credits).

The training in competencies part consists of 4 modules of 1 ECTS each.

I. Communication skills:

Number of credits: 1 ECTS

Contents:

- Effective communication
- Authentic connections
- Presentation skills
- Written communication

Competences:

- Know and apply the techniques to express ideas with correctness, clarity, and coherence both oral and written, in internal communication and in the direct customer service.
- Know and apply the techniques of discussing assertively and communicating structured ideas of their own and others.

Methodology: video sessions, readings, and practical exercises.

Evaluation System: To satisfactorily complete this module the student will need to pass a multiple-choice quiz at the end of the module session.

II. Interview and negotiation skills:

Number of credits: 1 ECTS

Contents:

- How to structure the interview
- Market yourself
- How to approach different types of interviews

Competences:

- Acquire and develop basic and advance strategies for job interviews and put them into practice in simulated and real interview situations.
- Learn how to market yourself in a job interview and how to approach different types of interview questions.
- Acquire and develop nonverbal language techniques to successfully face a job interview.

Methodology: video sessions, readings, and practical exercises.

Evaluation System: to satisfactorily complete this module the student will need to pass a multiple-choice quiz at the end of the module session.

III. Interpersonal skills (teamwork, decision making, and conflict resolution)

Number of credits: 1 ECTS

Contents:

- Collaboration
- Teamwork

- Resolving conflicts

Competences:

- Develop the ability to act efficiently to respond to urgent needs or demands and analyze the results obtained to improve them and demonstrate good judgment in actions that require decision making.
- Acquire and develop strategies for cooperative work and participation in teams. • Acquire strategies to reinforce making decisions and design an action plan to facilitate personal autonomy, confidence, and initiative.
- Develop the ability to anticipate and identify conflict situations on work teams and express, transmit, and discuss possible solutions to the conflict.

Methodology: video sessions, readings, and practical exercises.

Evaluation System: to satisfactorily complete this module the student will need to pass a multiple-choice quiz at the end of the module session.

IV. Personal skills (adaptability, flexibility):

Number of credits: 1 ECTS

Contents:

- Critical thinking
- Creativeness
- Innovativeness

Competences:

- Acquire strategies to adapt to different professional environments and different types of collaborations in professional projects.
- Apply the theoretical concepts learned in the classroom in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study (or in real situations of the company or institution).
- Develop the ability to analyze, reason critically, and think creatively.
- Develop the ability to make judgments based on information that includes reflections on social and ethical responsibilities.

Methodology: video sessions, readings, and practical exercises.

Evaluation System: to satisfactorily complete this module the student will need to pass a multiple-choice quiz at the end of the module session.

B. Internship within a company or institution

The internship will consist of practical training within a recognized company or institution for a limited period of time (minimum 3 months and maximum 12 months) where the knowledge acquired during the training in competencies will be put into practice in a multidisciplinary professional context.

Characteristics of the practical training:

- The practical training is mandatory for all students and counts for 10 ECTS credits. •
- The schedule of the practical training will be established by agreement between the student and the company or collaborating entity and must be compatible with the program's academic calendar.
- At the end of the internship, the student will produce a final report reflecting the knowledge and skills acquired during the program. Likewise, the tutor of the

company or collaborating entity will be asked to evaluate the knowledge and skills acquired by the student.

- Students will have a tutor from the company or collaborating entity and an academic tutor of the university. The tutor of the institution or collaborating entity will be a person linked to it, with professional experience, and the necessary knowledge to carry out an effective guardianship.

Competencies:

- Acquire and develop strategies for cooperative work and participation in teams.
- Acquire strategies to reinforce making decisions and design an action plan to facilitate personal autonomy, confidence, and initiative.
- Develop the ability to anticipate and identify conflict situations on work teams and express, transmit, and discuss possible solutions to the conflict.
- Work in a heterogeneous team in a specific field through specific group techniques.
- Develop the ability to propose improvements on their own initiative and be able to lead some projects.
- Acquire strategies to adapt to different professional environments and different types of collaborations in professional projects.
- Apply the theoretical concepts learned in the classroom in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study. (or in real situations of the company/institution).

Methodology: supervised practical training on the field.

Evaluation System: to satisfactorily complete the internship the student will need to complete the practical training period, write a final report about the practical period, and have a satisfactory

evaluation of the tutor of the company or collaborating entity, as well as of the academic tutor.

4. ADMISSION:

According to the objectives of the program, the requirements to be admitted to the course are:

- Holding a master's degree issued by BSE in the eighteen months prior to enrollment in the course.
- Not having been previously enrolled in this course or any other program with similar characteristics.
- Having been admitted by a company/institution for an internship position (min 3 months - max 12 months period, and until 31st August 2025). The company/institution or the position within the company/institution needs to operate within the fields of Economics, Finance or Data Science and need to be approved by the BSE. (NEED PROOF)

Application dates: current academic year until December 31st, 2024

Selection criteria: Those who fulfill the admittance requirements will be admitted according to the order in which they pre-registered.

5. ENROLMENT

Students can enroll by sending an application to the BSE Career Services Department (career.services@bse.eu).

The internships will be carried out according to the Educational Cooperation Agreement signed between the Barcelona GSE and the host company or collaborating entity.

The student's voluntary resignation to the internship will mean the automatic withdrawal from the course. If the company cancels the internship, the student will have to find a new internship or they will not be able to continue with the postgraduate course.

The student can only enroll once in this course.