

## Curriculum

### CORPORATE SOCIAL RESPONSIBILITY

#### Subjects

- Coaching
- Administrative management
- Sustainable development
- Social responsibility
- Social capital
- Reporting
- Corporate social responsibility
- Quality management
- Business management
- Environment
- Quality Technician
- Environmental sustainability
- Corporate responsibility
- Global reporting initiative
- Internal dimension in companies
- External dimension in companies
- Accountability Standards
- Assurance provider
- Assurance report
- Business sustainability

#### MODULE 1. CORPORATE SOCIAL RESPONSIBILITY

- DIDACTIC UNIT 1. SELF-REGULATION SYSTEMS AND BUSINESS CODES OF CONDUCT.
- DIDACTIC UNIT 2. IMPLEMENTATION OF BUSINESS SELF-REGULATION SYSTEMS IN CONSUMPTION.

## MODULE 2. EFFECTIVE TIME MANAGEMENT

- 1. Characters
- 2. Concepts
- 3. Introduction to time management
- 4. How good is your time management?
- 5. 10 Common Time Management Mistakes
- 6. How productive is it
- 7. Activity logs
- 8. Task list
- 9. Windows Phonebook
- 10. Outlook Agenda
- 11. Organization in Windows I
- 12. Organization in Windows II
- 13. Get organized with Outlook
- 14. Get organized with your mobile
- 15. Task list with Excel
- 16. Family budget with Excel
- 17. Data and information with Excel
- 18. Remember the milk
- 19. The 8 steps
- 20. Summary
- 21. Time Management Manual

## MODULE 3. TEAM BUILDING. LEADERSHIP

- DIDACTIC UNIT 1. ORGANIZATIONAL MODELS: THE HUMANIZATION OF THE ORGANIZATION.
- DIDACTIC UNIT 2. THE TEAM IN THE CURRENT ORGANIZATION.
- DIDACTIC UNIT 3. LEADERSHIP IN THE TEAM.
- DIDACTIC UNIT 4. COACHING AND BUSINESS LEADERSHIP.
- DIDACTIC UNIT 5. EXECUTIVE COACHING.
- DIDACTIC UNIT 6. TECHNIQUES TO IMPROVE THE OPERATION OF A EQUIPMENT.
- DIDACTIC UNIT 7. GROUP DYNAMICS.
- DIDACTIC UNIT 8. CLASSIFICATION OF GROUP DYNAMICS.
- DIDACTIC UNIT 9. GROUP DYNAMIC TECHNIQUES IN THE RESOLUTION OF CONFLICTS IN THE COMPANY.

#### MODULE 4. MANAGEMENT SKILLS

- 1. The management process
- 2. The management process (r)
- 3. Leadership theories
- 4. Leadership
- 5. Work motivation
- 6. Staff motivation
- 7. Communication
- 8. The negotiation
- 9. Communication and negotiation
- 10. NLP
- 11. NLP (r)
- 12. Coaching and mentoring
- 13. Coaching (r)