

**FA 267 TAKING CONTROL:
MANAGING THROUGH EXPERIENCE**

1406 Lewis Center – Loop Campus
Monday’s, 6:00 p.m. – 9:00 p.m.; June 16 through August 25

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Course Description

The purpose of this course is to give students access to apply skills in a practical way to their professional and personal lives. The ultimate outcome is that each individual gains the confidence to contribute to any situation, professionally and personally, so as to make a difference and/or an impact in their own lives and the lives of all those they come in contact with throughout their journey.

The essence of the training is to provide a method to each individual that they take total control of their life. They will gain the understanding that everything that happens to them and around them is completely their choice. These individuals will be able to make decisions that determine their destiny both professionally and personally.

The professional application will be Human Resources. Those participants who do not choose to pursue a career in Human Resources will gain the knowledge in the process of building an organization through human resources applications. Those individuals that want to pursue a career in Human Resources will gain knowledge and an ability to apply their knowledge and skill in a practical fashion in their professional environments. From any perspective, the skills gained will be those that are utilized by all members of the business community throughout their professional careers and personal lives.

BEWARE: THINKING REQUIRED!

About the Instructor

Stuart Friedman received a Masters in Business Administration, his concentration being accounting, from Loyola University of Chicago. In addition he received his undergraduate degree, BA, in Chemistry/Finance from the University of Illinois in Champaign. Stuart began his business career with Andersen Consulting (now Accenture). His eleven-year tenure allowed access to diverse areas of business experiences: systems programmer, analyst, manager, tax manager and Human Resources manager. After a great career with Andersen Consulting Stuart was hired by DSC Logistics, a warehousing, trucking and distribution company. He was the lead on teams in the start-up of eight distribution centers throughout the United States. Some of his clients: Phillip Morris, Kellogg’s, M&M Mars, and Pillsbury. Subsequent to his tenure at DSC Logistics Stuart was hired at ADP. There he was a lead in the start-up of a \$200 million division within a 50-year-old culture.

After a three year tenure with ADP Stuart began a Performance Consulting practice, ***PMA, Progressive Management.*** ***PMA*** implements a process so as to “connect people to performance.” In addition they provide training and coaching to teams and individuals so as to reinforce their improved performance. This effort bridges the gap of where the clients are today to where they want to be.

Competencies Offered

- L-7: Can learn collaboratively and examine the skills, knowledge, and values that contributes to such learning. (You will work with a “buddy” throughout the term to complete assignments)
- H-1-B: Can explain how two or more of the factors of race, ethnicity, nationality, socioeconomic status, age, gender, sexual orientation, or religion interact to shape communities. (We will define one “community” as a business. Businesses must recruit with diversity as consideration, which will take into effect all factors stated above.)
- H-2-C: Can identify an organizational problem and design a plan for change based

on any understanding of social science theories or models. (You will learn the different phases of organizational growth and create strategy with Human Resources applications to support change.)

H-3-F: Can understand the interrelationships among intellectual, psychological, spiritual, and physical health in one's own life. (This will be accomplished through the Time/Life Management training throughout the course.)

F-X:

The Learning Experience

Each week we will share both professional and personal experiences in class. Each session will build on the previous week's efforts. We will study and share dialogue in Human Resources applications in the business world. Concurrently we will apply what may be viewed as business skills to our personal lives as well. Each week we will learn a part of a Time Management system that in the end we will acknowledge as a Life Management system. You will learn the various aspects of infrastructure to support a start-up, growing or mature business. You will gain skills to work successfully in any environment, professional or personal. You will make choices and determine your own destiny.

Textbooks and Other Required Reading Materials

- Mathis, Robert L./Jackson, John H. *Human Resource Management - Essential Perspectives*: South-Western College Publishing, 1998.

Attendance and Participation

A substantial portion of the final grade is based upon class attendance and participation. You need to attend class regularly to make this course a meaningful and engaging experience for you. By missing only one class I cannot guarantee you the results expected or required. **If you anticipate having to miss more than two class sessions, I advise you not to enroll in this course.**

If you miss more than two class sessions, you will not be eligible for a grade higher than a "B".

It is expected that you will come to class and be present on time and prepared to participate in discussion and learning activities. It is also expected that you will be present for the entire session each week until its completion.

Weekly Work Load

It is expected that you will contribute to your own growth, learning and skill base. How much time you contribute to these efforts is relative to each individual. What you put into your self is what you will get out of your self. However, there will be weekly reading and project requirements.

Assignments Grading & Assessment

Class Attendance	20 Points
Class Participation	40 Points
Homework Assignments (7 @ 10 points)	70 Points
Exams (2 @ 25 points)	50 Points
<u>Presentation/Final Paper</u>	<u>20 Points</u>
TOTAL	200 Points

EXAMS (2): you will be expected to demonstrate evidence of the following:

- Understanding of the ideas in required reading assignments and class activities.
- Ability to communicate these ideas clearly, using relevant examples.

CLASS PRESENTATION: will be evaluated on the basis of the following:

- Understanding of the material that you present to the class.
- Ability to communicate your ideas clearly, directly, and engagingly.

- Ability to stimulate class discussion effectively.
- Content: detailed and insightful discussion of the chosen topic, using relevant examples and support from course readings, class discussion, personal experience, and (where appropriate) outside research.
- Organization: logical development of main points.

CLASS SCHEDULE

- I. First Session:
 - A. High level introduction to topics covered during ten weeks
 - B. Expectations of Participants
 - 1. Reading requirements
 - 2. Time commitments
 - 3. Results from participation, playing full-out
 - C. Individual introductions
 - D. First Topic: Time Management/Life Management
 - E. Second Topic: Process Flows
- II. Second Session:
 - A. First Topic: Time Management/Life Management
 - B. Second Topic: Process Flows
 - C. Third Topic: Overall Employment Process
- III. Third Session:
 - A. First Topic: Time Management/Life Management
 - B. Third Topic: Overall Employment Process
 - C. Fourth Topic: New Hire Process - Recruiting Process
- IV. Fourth Session:
 - A. First Topic: Time Management/Life Management
 - B. First Quiz
 - C. Fourth Topic: New Hire Process - Recruiting Process
- V. Fifth Session:
 - A. First Topic: Time Management/Life Management
 - B. Fourth Topic: New Hire Process - Recruiting Process
 - C. Fifth Topic: Human Resources Compliance- Audit
- VI. Sixth Session:
 - A. First Topic: Time Management/Life Management
 - B. Sixth Topic: Performance Appraisal/Succession Planning
 - C. Seventh Topic: Employee/Client Retention
- VII. Seventh Session:
 - A. First Topic: Time Management/Life Management
 - B. Second Quiz
 - C. Seventh Topic: Employee/Client Retention
- VIII. Eighth Session:
 - A. First Topic: Time Management/Life Management
 - B. Eighth Topic: Budgeting
- IX. Ninth Session:
 - A. First Topic: Time Management/Life Management
 - B. Ninth Topic: Supervisory Techniques
- X. Tenth Session:
 - A. First Topic: Time Management/Life Management
 - B. Third Quiz
 - C. Tenth Topic: Supervisory Techniques
 - D. Eleventh Topic: Human Relatedness