

PLAN DE TRABAJO

I. Datos de la institución

Plantel	 UNIVERSIDAD NACIONAL AUTÓNOMA DE MÉXICO FACULTAD DE CONTADURÍA Y ADMINISTRACIÓN DIVISIÓN SISTEMA UNIVERSIDAD ABIERTA Y EDUCACIÓN A DISTANCIA Modalidad: A Distancia		Grado o Licenciatura	Licenciatura en Administración
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II. Datos del asesor

Nombre	BELLMUNT JARDON MARIA TERESA	Correo	terebellmuntsuayed@gmail.com
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III. Datos de la asignatura

Nombre	COACHING	Clave	0285	Grupo	7371
Modalidad	Optativa	Plan	2012	Fecha de inicio del semestre	04 de febrero de 2025
Horas de asesoría semanal	4	Horario	Miércoles: 18:00 - 20:00 hrs Sábado: 07:00 - 09:00 hrs	Fecha de término del semestre	13 de junio de 2025

IV. Contenido temático

TEMA	HORAS		
	Total	Teoría	Práctica
I. Antecedentes del coaching	6	6	0
II. La naturaleza del coaching	12	12	0

III. Coaching en las organizaciones.	12	12	0
IV. Bases del coaching- campo del coaching	10	10	0
V. El coaching como proceso	16	16	0
VI. Técnicas de apoyo al coaching	8	8	0

V. Presentación general del programa

Dear student of the Coaching subject is extremely important since the Coaching process will be recognized in order to understand its modalities, support techniques and perspectives, as well as the difference with other practices, administrative and professional skills in addition to developing the main Coaching skills to integrate them both personally and professionally. We will reinforce the knowledge through the zoom sessions.

Zoom session 1: February 26

Zoom session 2: March 05

Zoom session 3: March 29

Zoom session 4: April 09

Zoom session 5: May 14

VI. Forma en que el alumno deberá preparar la asignatura

It must cover the delivery of activities in a timely manner. Time refers to delivery on the stipulated date, after which it will be one point less and after that for each week it will be one point less. Form refers to including cover, introduction, development (topic), personal conclusions and bibliography in APA format. Don't plagiarizing otherwise the subject will not be approved. Take the final exam, with a minimum grade of 6.0. The documents delivered must be uploaded in PDF format with: Arial 12 font size, with 1.5 line spacing and must have at least 2 bibliographic sources, which can be books or articles.

CALENDARIO DE ACTIVIDADES

Fecha de entrega	No. Unidad	No. Actividad	Descripción de la de actividad de acuerdo a la plataforma	Ponderación
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19 de febrero de 2025	UNIDAD 1: Antecedentes del coaching	Act. de aprendizaje 1	Please answer: In what way are the contributions of Socrates and other philosophers related to the emergence of coaching? in a document with introduction, development (minimum 4 pages), personal conclusions, and bibliography. Remember that the document must be uploaded in PDF format with: Arial 12 font size, with a line spacing of 1.5 and must have at least 2 bibliographic sources, which can be books or articles being cited in APA format. You can consult the book: Echeverria, R. (2005). Language ontology. Edit: J.C. Sáez	7 %
26 de febrero de 2025	UNIDAD 1: Antecedentes del coaching	Act. de aprendizaje 2	Zoom session: In a presentation with cover page, introduction, development (minimum 5 pages), personal conclusions and bibliography, please mention the differences between Coaching, Training, Mentoring, Therapy and Consulting, mentioning the most important characteristics of each one. Remember that you must consult at least 2 bibliographic sources and mention them in APA format.	6 %
05 de marzo de 2025	UNIDAD 2: La naturaleza del coaching	Act. de aprendizaje 1	Zoom session: We have different values and ethic guides but the most important for Coaching is the ICF (International Coaching Federation) that includes introduction, key definitions, core values and ethical principles, ethical standards and the promise. After reading the code, make a summary of the most important aspects that you consider to carry out a Coaching session in a document of minimum 3 pages. The document must have the following specifications: Arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format. You can refer to the ICF code of ethics, on the coachfederation.org website	7 %
12 de marzo de 2025	UNIDAD 2: La naturaleza del coaching	Act. de aprendizaje 2	Related to the TED video, Building your inner coach by Brett Ledbetter in TEDxGatewayArch https://youtu.be/q7a5TlzOmeQ?si=iE3hsAEuar8iZ6wg Make a summary including: What is the private voice? What happens in the past, present and future? Please describe the 2 types of character skills and Explain the process that Coaches must follow to support our Coachees. In a presentation with introduction, development (minimum 5 pages), personal conclusions and bibliography, with the following specifications: Arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format.	6 %
22 de marzo de 2025	UNIDAD 3: Coaching en las organizaciones.	Act. de aprendizaje 1	In a document please answer: How coaching could support the solution of organizational conflicts? (you can use examples). The document must have the following specifications: Introduction, development (minimum 4 pages), personal conclusions and bibliography, also arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format. You can consult the book: Robbins, S. and Judge, T., (2009). Organizational behavior. First consult pages 290 to 302, where you will study about organizational communication, communication channels and barriers and some additional considerations on the subject. Later consult pages 395 to 407, to learn about the conflict, the main theories that explain it, as well as the stages of the conflict process.	7 %

29 de marzo de 2025	UNIDAD 3: Coaching en las organizaciones.	Act. de aprendizaje 2	Zoom session: If you were a coach in an organization, how can you implement new behaviors in collaborators? Develop at least 3 specific strategies to use within a coaching methodology. Please remember the document must include introduction, development (minimum 4 pages), personal conclusions and bibliography. Remember that you must consult at least 2 bibliographic sources and mention them in APA format. You can consult on the books: Muradep, L., (2009). Coaching for personal transformation: an integrated model of NLP and language ontology. Edit: Granica.	7 %
02 de abril de 2025	UNIDAD 4: Bases del coaching	Act. de aprendizaje 1	In a document, please describe a situation in which the GROW method could be used, as an approach that helps the Coachee, to visualize his Goals (objectives), Reality (reality), Options (strategies), Will (steps to follow), and argues how each step could be worked on. The document must have the following specifications: cover page, introduction, development (minimum 4 pages) and conclusions, letter size, Arial 12 font, with a line spacing of 1.5 and with at least 2 bibliographic sources, which can be books or articles that must be cited in APA format. You can consult the bibliography: Marcos Ruíz, José Alberto (2010). The GROW method. Magazine: MKMarketing plus Sales.	7 %
09 de abril de 2025	UNIDAD 4: Bases del coaching	Act. de aprendizaje 2	Zoom session: In a table, please identify 3 important differences between Executive Coaching, Directive Coaching and Systemic Coaching, please mention for each one characteristic and one example. The document must have the following specifications: cover page, introduction, development (minimum 4 pages), personal conclusions and bibliography with Arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format.	6 %
12 de abril de 2025	UNIDAD 5: El coaching como proceso	Act. de aprendizaje 1	Explain how a coaching intervention should be done and reflect, integrating the 4 stages with their 7 steps of a Coaching process remembering that the stages are: I.- Introduction or opening II.- Exploration, understanding and interpretation III.- Expansion and IV.- Closure. The document must have the following specifications: cover page, introduction, development (minimum 4 pages), personal conclusions and bibliography. Arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format. You can consult the book: Wolk., L. (2007). Coaching, the art of blowing out the embers. P.114. Edit: Village.	7 %
26 de abril de 2025	UNIDAD 5: El coaching como proceso	Act. de aprendizaje 2	In presentation please answer, what are the factors that determine the success of an organizational coaching program? (you must mention at least 5 and why) and how important is it to set goals when implementing a coaching program? The work must include cover page, introduction, development (minimum 4 pages), personal conclusions and at least 2 bibliographic sources, which can be books or articles and must be cited in APA format.	6 %

03 de mayo de 2025	UNIDAD 6: Técnicas de apoyo al coaching	Act. de aprendizaje 1	Please analyze: How the Wheel of life tool and DISC methodology (dominant, influential, stable, and compliant) can help us during the coaching process. Please describe each one as it relates to coaching. The document must have the following specifications: cover page, introduction, development (minimum 4 pages), personal conclusions and bibliography with Arial 12 font size, with a line spacing of 1.5. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format.	7 %
14 de mayo de 2025	UNIDAD 6: Técnicas de apoyo al coaching	Act. de aprendizaje 2	Zoom session: In a presentation please mention: What are powerful questions, mentioning their characteristics, 10 examples, write a short conversation including them and at the end please answer the question why you consider they are important for coaching sessions?. The document must have the following specifications: cover page, introduction, development (minimum 5 pages), personal conclusions and at least 2 bibliographic sources, which can be books, articles, web pages, etc. They must be cited in APA format. You can consult the book: Borghino M., (2017). The art of asking questions. Edit: PHR Publishing Group.	7 %

VII. Sistema de evaluación

FACTORES	DESCRIPCIÓN
Requisitos	You should not plagiarize or upload activities or any type of information regarding the work plan on the networks. Take the final exam with a minimum grade of 6.0. It must cover the delivery of activities in a timely manner. Time refers to delivering on the stipulated date, after which it will be one point less and after that for each week it will be one point less. Form refers to including cover, introduction, development (topic), personal conclusions and bibliography in APA format. If the above requirements are not met, the subject will not be approved.
Porcentajes	Act. de aprendizaje 80 % Examen(es) 20 % TOTAL 100 %
La calificación final de la asignatura está en función de la ponderación del asesor, no de la que se visualiza en la plataforma. Es necesario solicitar por correo electrónico la calificación final al asesor.	

VIII. Recursos y estrategias didácticas

Lecturas Obligatorias	(X)
Trabajos de Investigación	(X)
Clases Virtuales (PPT)	(X)
Elaboración de Actividades de Aprendizaje	(X)

Procesadores de Texto, Hojas de Cálculo y Editores de Presentación	(X)
Videos	(X)
Plataforma Educativa	(X)
Chat	(X)
Correo Electrónico	(X)
Sitios de Internet	(X)
Plan de Trabajo	(X)