

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	7372
Modalidad	Optativa	Plan	2012	Fecha de inicio del semestre	14 de febrero de 2024
Horas de asesoría semanal	4	Horario	Miércoles: 18:00 - 20:00 hrs Sábado: 07:00 - 09:00 hrs	Fecha de término del semestre	22 de junio de 2024

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: March 09 / Saturday 7:00 to 9:00 am

Zoom session 2: March 23 / Saturday 7:00 to 9:00 am

Zoom session 3: April 13 / Saturday 7:00 to 9:00 am

Zoom session 4: May 04 / Saturday 7:00 to 9:00 am

Zoom session 5: May 25 / Saturday 7:00 to 9:00 am

Zoom session 6: June 08 / Saturday 7:00 to 9:00 am

VI. Forma en que el alumno deberá preparar la asignatura

It must cover the delivery of the activities on time and in a proper way. Time refers to delivering on the stipulated date and for each week of delay it will be evaluated with a lower grade and form refers to: include cover, introduction, development (theme), personal conclusions and bibliography in APA format. Also present the final exam, have a minimum grade of 6.0 and do not plagiarize, otherwise the subject will not be approved.

CALENDARIO DE ACTIVIDADES

Fecha	No. Unidad	No. Actividad	Descripción de la de actividad de acuerdo a la plataforma	Ponderación
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02 de marzo de 2024	UNIDAD 1: Antecedentes del coaching	Act. de aprendizaje 1	Unit 1: Background of coaching. Learning Activity: 1 Please answer: In what way are the contributions of Socrates and other authors related to the emergence of coaching?, in a 3 pages document. 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 %
09 de marzo de 2024	UNIDAD 1: Antecedentes del coaching	Act. de aprendizaje 2	Unit 1: Background of coaching. Mandatory Zoom session: In a presentation (at least 5 pages), 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 %
13 de marzo de 2024	UNIDAD 2: La naturaleza del coaching	Act. de aprendizaje 1	Unit 2: The nature of coaching. Learning Activity: 1 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 and also you can consult the Video Class found in the General Forum.	7 %
23 de marzo de 2024	UNIDAD 2: La naturaleza del coaching	Act. de aprendizaje 2	Unit 2: The nature of coaching. Learning activity: 2. Mandatory Zoom session: Make a list mentioning and explaining at least 10 skills that a good coach needs to develop and practice, with at least 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 consult the book: Withmore J., (2016). Coaching. The method to improve the performance of people. Edit: Paidós You can also review the website: international coaching community.com	6 %
03 de abril de 2024	UNIDAD 3: Coaching en las organizaciones.	Act. de aprendizaje 1	Unit 3: Coaching in organizations. Learning Activity: 1 In a document of at least 3 pages, please answer: How coaching could support the solution of organizational conflicts? (you can use examples). 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 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 %

13 de abril de 2024	UNIDAD 3: Coaching en las organizaciones.	Act. de aprendizaje 2	Unit 3: Coaching in organizations. Learning Activity: 2 Mandatory 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. 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 %
24 de abril de 2024	UNIDAD 4: Bases del coaching	Act. de aprendizaje 1	Unit 4: Basis of coaching - field of coaching. Learning Activity: 1 In a minimum 3 pages, 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: introduction, development 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 %
04 de mayo de 2024	UNIDAD 4: Bases del coaching	Act. de aprendizaje 2	Unit 4: Basis of coaching - field of coaching. Learning Activity: 2. Mandatory Zoom session: In a table, please identify 3 important differences between Executive Coaching, Directive Coaching and Systemic Coaching, mentioning the characteristics of each one. 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.	6 %
11 de mayo de 2024	UNIDAD 5: El coaching como proceso	Act. de aprendizaje 1	Unit 5: Coaching as a process. Learning Activity: 1 Explain how a coaching intervention should be done and reflect at least in a 3 pages document, 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: 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 %
25 de mayo de 2024	UNIDAD 5: El coaching como proceso	Act. de aprendizaje 2	Unit 5: Coaching as a process. Learning activity: 2. Mandatory Zoom session: 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? in a minimum of 4 pages. The work must have at least 2 bibliographic sources, which can be books or articles and must be cited in APA format.	6 %

29 de mayo de 2024	UNIDAD 6: Técnicas de apoyo al coaching	Act. de aprendizaje 1	Unit 6: Coaching support techniques. Learning Activity: 1 Please analyze: How the Wheel of life tool and DISC methodology (dominant, influential, stable and compliant) can help us in the coaching process. Please describe each one as it relates to coaching. In a document with a minimum length of 4 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.	7 %
08 de junio de 2024	UNIDAD 6: Técnicas de apoyo al coaching	Act. de aprendizaje 2	Unit 6: Coaching support techniques. Learning Activity: 2. Mandatory Zoom session: Mention in minimum 4 pages presentation: What are powerful questions and their characteristics? and give 10 examples of them. The work must have 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	During the development of the subject, the activities must be completed on time (without gaps), be connected at the zoom sessions and form also means without plagiarism and at the end a final exam must be taken. The documents delivered 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.
Porcentajes	Act. de aprendizaje 80 % Examen Final 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)