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THE CONTENT

1 WELCOME AND INTRODUCE IPAG ONLINE / STUDY AT A DISTANCE

- Welcome to IPAG BS!
- Play with the IPAG Online platform
- Discover your Onboarding path

2 LEARNING TO LEARN

- Ask yourself questions to get started
- Optimize your learning
- Get ready to open your learning

3 BALANCING PERSONAL/PROFESSIONAL/STUDENT LIFE

- Understand your roles and analyze your relationship with time
- Develop your strategies and your productivity reflexes
 - Discover your behaviors and how to manage your time

4 MANAGE STRESS

- Discover the origins and stress characterizations
- Practice general stress management techniques
- Adapt your reactions to stress according to your profile

5 GIVE YOURSELF THE MEANS TO SUCCEED (YOUR STUDIES / YOUR CAREER / YOUR LIFE)

- Focus on your personal development
- Express your authenticity
- Affirm your professional project
- Organize and optimize your work for success

MODULE 1

WELCOME AND INTRODUCE IPAG ONLINE / STUDY AT A DISTANCE

1. WELCOME TO IPAG BS!

2. PLAY WITH THE IPAG ONLINE PLATFORM

3. DISCOVER YOUR ONBOARDING PATH

1. WELCOME TO IPAG BS!

You are joining IPAG Business School today!
IPAG is an independent and committed school, a school that is close to its students, the school of international business, the school of success, focused on professional integration and an online school.

Welcome to this onboarding journey.
It will allow you to get acquainted with your new working environment, to question yourself and to acquire working methods adapted to the online training you are going to follow.

This first module of the course will enable you to :

- Get to know IPAG BS and its online services better
- Discover your future work environment
- Your privileged interlocutors

**We wish you
a good integration among us!**

THE SCHOOL, THE IPAG NETWORK AND A

Welcome to IPAG Business School, the school of m adapted to a globalized and rapidly changing w At IPAG you are accompanied and surrounded by i of professionals, whether it be on the substance w teachers, your coaches, your program directors and on the more global accompaniment with the a associative services.

Here is a first exercise:

Do you know your new school?
Fill in this table with the help of the school's webs and immerse yourself in its values, discover its ed and its campuses.

Our missions	<div></div> <div></div> <div></div> <div></div>
Our values	<div></div> <div></div> <div></div> <div></div>
Location	<div></div> <div></div> <div></div> <div></div>

USEFUL ADMINISTRATIVE CONTACTS AND SERVICES

YOUR CONTACTS

Program managers :
MSC Digital Marketing – Léa Kiwan l.kiwan@ipag.fr
MSC Data Management – Rony Germon r.germon@ipag.fr
MSC Digital Entrepreneur – Adnane Maalaoui a.maalaoui@ipag.fr MSC
UX Design – Dominique Bonet d.bonet@ipag.fr

The Admissions Officer
Deputy Director of Missions – Christophe Pivaut Christophe
Pivaut c.pivaut@ipag.fr

The Instructional Coach:
Accompanies you to success.
This tailor-made support, designed within the framework of the IPAG Digital Learning Framework®, aims to prevent students from dropping out of school, to ensure a follow-up and an optimization of learning.

Career Coach:
Accompanies you to make you men and accomplished women, ready to launch your career with confidence. Ask yourself the right questions, get to know yourself, discover your strengths, and confirm These choices are essential steps in the construction of your professional project.

ASSOCIATIONS AND THE IPAG NETWORK



☐ My profile has been created

The IPAG Entrepreneurship and Family Business Center is a center of excellence in research, teaching and skills transfer for entrepreneurship and family businesses.

The Centre's mission is to educate future generations, generate research and advance knowledge to help to the understanding of the entrepreneurial phenomenon and to the growth/prosperity of family businesses.

WWW.IPAG.EDU/IPAG-ENTREPRENEURSHIP-AND-FAMILY-BUSINESS-CENTER



☐ My profile has been created

The alumni network now brings together nearly 12,000 graduates of the school around the world.

Led by a dedicated service, it can play a decisive role in your career. As soon as

2. PLAY WITH THE PLATFORM

Computer tools

One of the most important points to be in optimal conditions for tele-study is the equipment at your home.

They should bring you closer to the comfort of working in the office.

the IPAG Digital Learning Framework®.

The IPAG Digital Learning Framework® is a platform designed to support students throughout their studies.

IPAGORA

IPAGORA is a digital work environment, composed of an intranet and a mobile application.

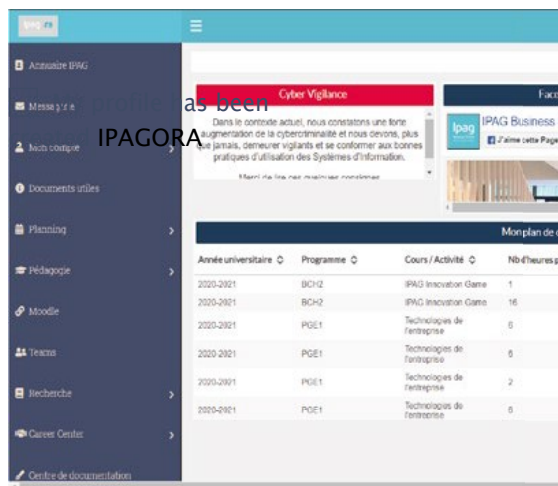
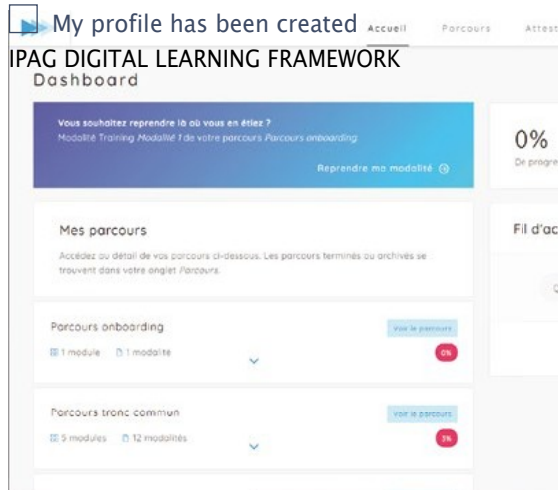
It aims to facilitate and streamline many administrative tasks and thus allow you to work

with more flexibility and autonomy.

you join the school, you will be part of the IPAG Alumni social network and will have access to the precious address book of the IPAG students.

IPAG-ALUMNI.COM

T-B OOK & IPAGORA



3. DISCOVER YOUR

The next steps

On-boarding is key because it allows you to launch yourself with the right elements in your student life!

That is why we have prepared a training program adapted to the following themes:

- learning to learn,
- to reconcile personal and student life,
- better manage stress,
- give yourself the means to succeed with the IPAG coaches.

In this Playbook, you will find all the exercises related to the course. Don't hesitate to write in it, to cross it out, to come back to it later... it's your tool!

MODULE 2

LEARNING TO LEARN

1. ASK YOURSELF QUESTIONS TO GET STARTED

2. OPTIMIZE YOUR LEARNING

3. GET READY TO OPEN YOUR LEARNING

1. ASK YOURSELF QUESTIONS TO GET

Why learn to learn?

Like a muscle, learning to learn is a fundamental skill that is developed and worked on.

The point of working on this one in particular is that it will serve you well for the rest of your life.

Before looking at the "How? It's always important to know where you're going and therefore ask "Why?"

How do you learn?

There are often many ways to get to the same point. To improve our learning it is the same:

there is no right or wrong way

but a multitude of approaches among which you will be able to pick and build YOUR best methods.

WHY LEARN TO LEARN?

What do you particularly want to learn?

.....

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Why do you want to learn this?

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.....

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.....

What are the benefits of learning this?

.....

.....

.....

.....

What scares you about learning?

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.....

.....

HOW DO YOU LEARN?

What are your learning stages?

1 -

2 -

3 -

4 -

5 -

6 -

How do you like to learn?

.....

.....

.....

.....

What is your learning "style"?

.....

.....

.....

.....

2 OPTIMIZING

My environment

Preparing your working environment is the key to learning My Environment calmly and effectively.

My methods

In this section you will find a summary of the most popular working methods: chunking, synthesizing, putting it into action.

My relationships

The others are your allies: during your years at IPAG, all your contacts are ready to help you evolve and don't forget that your peers are also there to support you (and the reverse is true).

MY ENVIRONMENT

To take stock of your working environment, fill in this table:

The musi		
The	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>

THE METHODS

What are your learning techniques?

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.....

Which ones do you find most effective? And the least effective?

+ Effective

.....

.....

.....

.....

– Efficient

.....

.....

.....

.....

RELATIONSHIPS

TEACHING TO LEARN

What are your learning stages?

1 – Choose a subject/lesson that you like and that you master. 2 – Practice

summarizing it in 5 minutes maximum

(you can use chunking, for example) 3 – Choose

someone close to you: friends, student, parent.

4 – Share your 5-minute presentation orally. 5 – Ask

for feedback.

6 – If necessary, work on your content.

3. GET READY TO OPEN

Set realistic goals

Here, we will learn how to set realistic and motivating goals to better achieve them.

Prepare for self-assessment

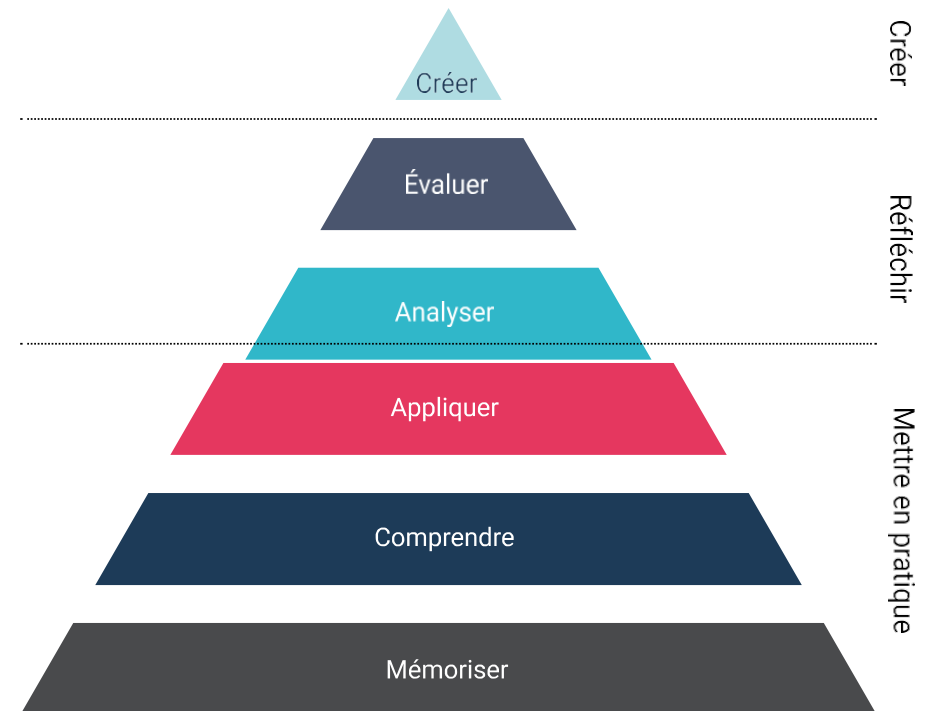
A new fundamental skill: the ability to take a step back from one's own work and evaluate oneself in order to progress.

Achieving my learning goals

To learn effectively, setting goals and knowing how to evaluate yourself is not enough: the final piece of the equation is action and implementation.

SET REALISTIC GOALS

BLOOM'S TAXONOMY



SET REALISTIC GOALS

Using this chart, take your different courses for the first semester and for each one, write down 1 to 3 learning objectives, always starting with a verb.

Course 1

- 1 -
- 2 -
- 3 -

Course 2

- 1 -
- 2 -
- 3 -

Course 3

- 1 -
- 2 -
- 3 -

Course 4

- 1 -
- 2 -
- 3 -

Course 5

- 1 -
- 2 -
- 3 -

Course 6

- 1 -
- 2 -
- 3 -



ACHIEVE ITS LEARNING OBJECTIVES

Cours	Learning objectives

Proof of success

Go back to your learning objectives listed in the previous chapter, and record the evidence of success, as well as the "Actions", "Resources" and "Time".

[illegible]

MODULE 3

**CONCILIAT
E
PERSONAL,
PROFESSIONAL
AND STUDENT LIFE**

OBJE CTIVE

This part will help you to become aware of the way you organize yourself by identifying the obstacles and methods to optimize your time and energy.

KEY MESSAGE

What we call "time management" is in fact broader than that, it is the "management" of your energy, your dreams and ambitions and therefore, simply the different aspects of your life.

1. UNDERSTAND YOUR ROLES AND

SHIP TO TIME

What is a role?

Studies are important and not the only thing: let's take a step back from the different facets of our life to better interweave them.

What are MY roles now and in the future?

Where am I today and where do I want to be tomorrow? With a simple exercise you can constantly situate yourself in relation to your dreams, passions and relationships.

WHAT IS A ROLE?

The next steps

What are your different roles?
How important is this in terms of time and energy?
The prioritization will be done following the visualization of your roles.

Roles	Time/Energy	Hierarchization
.....
.....
.....
.....
.....

WHAT ARE MY ROLES NOW AND IN THE FUTURE?

VISUALIZE YOUR ROLES AND PROJECT YOURSELF

Go back to the tables where you indicated your roles.
Draw a bubble for each role within this large circle.



How satisfied am I with this distribution? Are my roles well balanced?

.....

.....

.....

.....

Is there a role that might tend to "cannibalize" the others? For what reasons?

.....

.....

.....

.....

How to rebalance these bubbles? What roles to add? Remove?

.....

.....

.....

.....

WHAT ARE MY ROLES NOW AND IN THE FUTURE?

ACTION PLAN

What actions do I want to take to move from the first to the second circle?

Action 1

.....
.....
.....

Action 3

.....
.....
.....

Action 5

.....
.....
.....

Action 2

.....
.....
.....

Action 4

.....
.....
.....

2 IDENTIFY YOUR

Lack of motivation

Motivation can be caused by many factors. Identifying them allows us to better contain their effects.

Procrastination

What value do you place on the work to be done?

The key to procrastination is probably in this sentence... and in this section.

The organization

We are all capable of being well organized, we just need to know how and why.

LACK OF MOTIVATION

What are your symptoms of demotivation? (Physical, emotional, behavioral, cognitive)

What are your sources of demotivation? What are your areas of remotivation?

What are the effects of remotivation? (Physical, emotional, behavioral, cognitive)

Symptoms of demotivation

What demotivates me

What motivates me

The effects of my remotivation

PROCRASTINATION

Are you a "procrastinator"? Rate yourself between 1 and 5.

12345

very few

How do people rate your procrastination tendencies?

12345

very little a ○

Olot

○○○

On which subjects do you tend to procrastinate? Why do you procrastinate?

Topic:	
Topic:

THE ORGANIZATION

How organized do you consider yourself to be?

very

What's stopping you from getting more organized?

.....

.....

.....

What are you doing to get better organized?

.....

.....

.....

3. ADOPT TIME MANAGEMENT

The Pomodoro method

Know how to cut your time into "tomatoes" and be thorough on each task.

The Eisenhower Matrix

In this section, we will talk about the different ways to manage and organize the different tasks:
what is urgent? what is important? and therefore how to prioritize our agenda.

THE ORGANIZATION

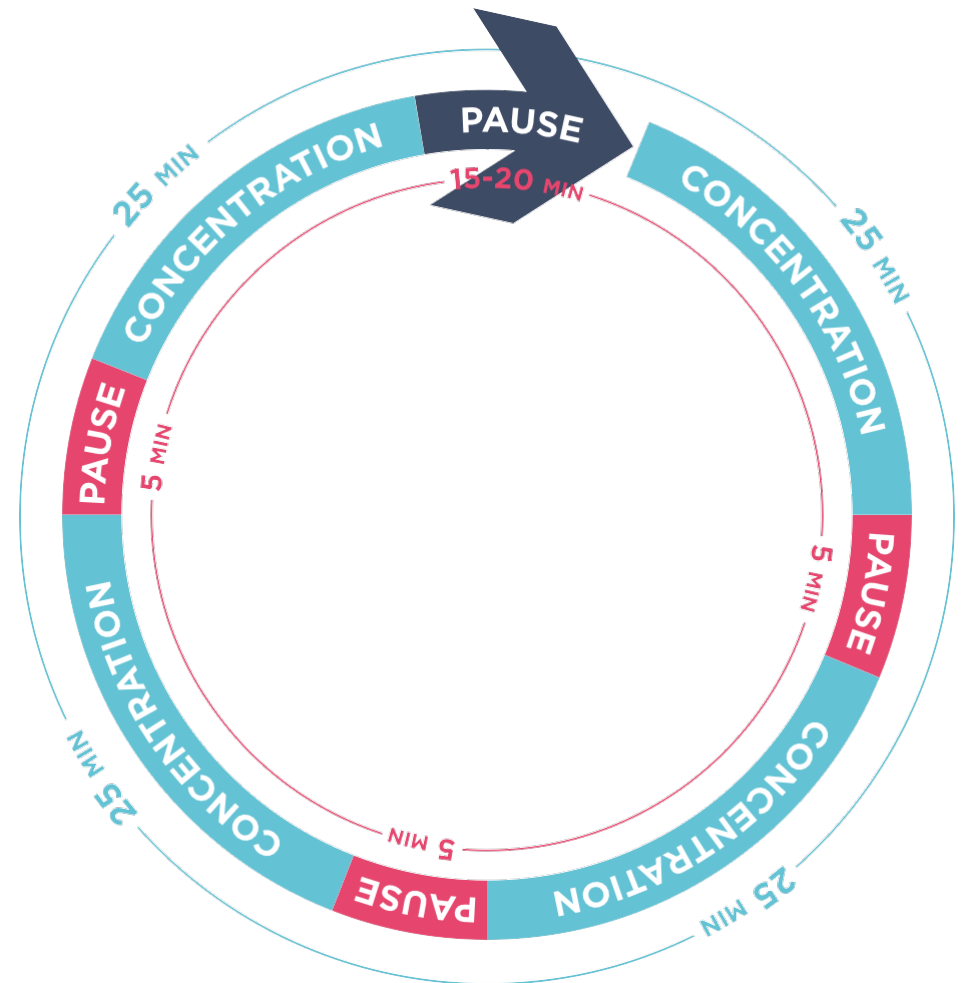
DEFINE YOUR TO-DO LIST

- 1) Indicate concrete and "unique" actions
- 2) Organize your to-do by priority

	Priority	Action
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

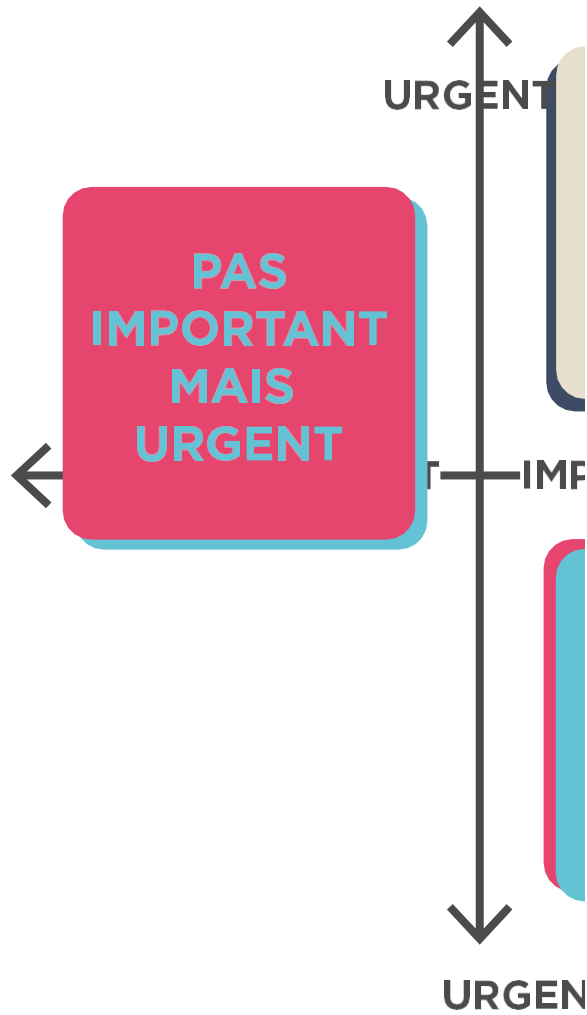
THE POMODORO METHOD

1. Choose a course, a subject, an exercise
2. Apply the Pomodoro method
3. Congratulate yourself

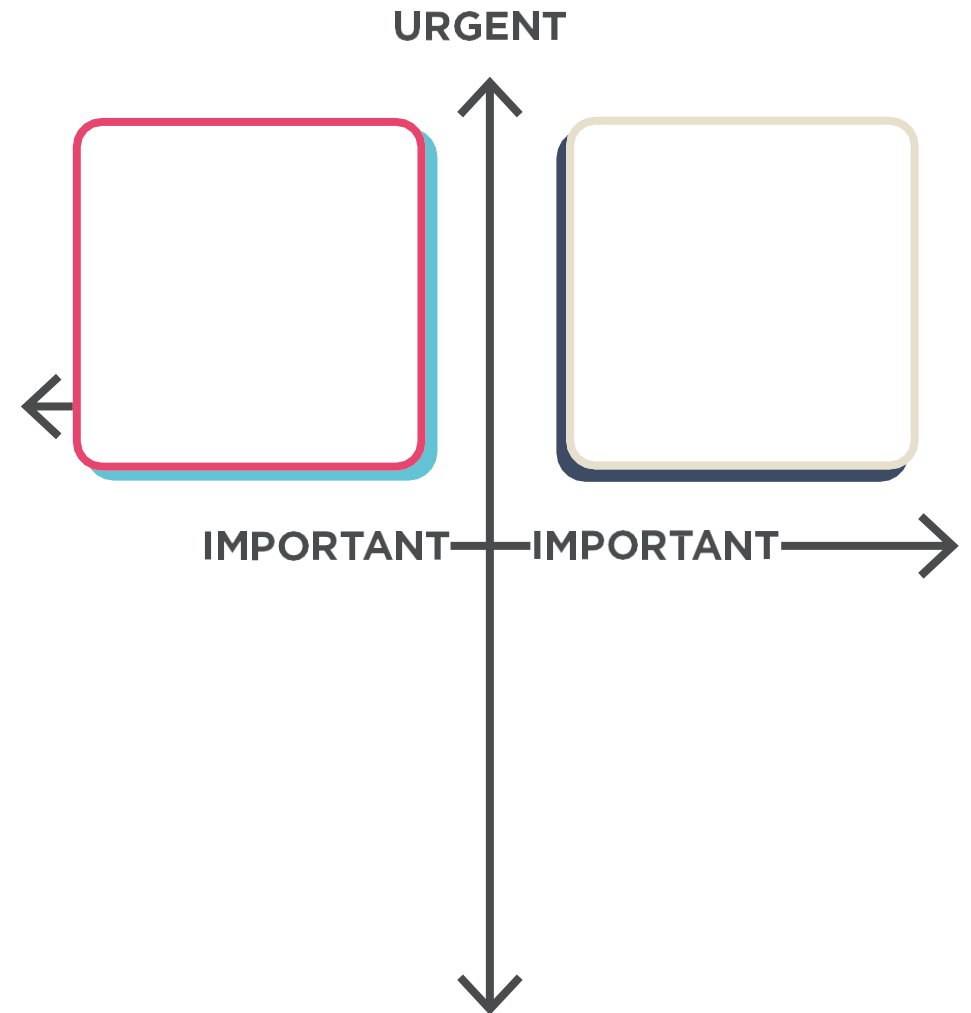


D'EISENHOWER

THE MATRIX



Go back to your to-do list.
Rank and prioritize tasks according to their urgency and importance

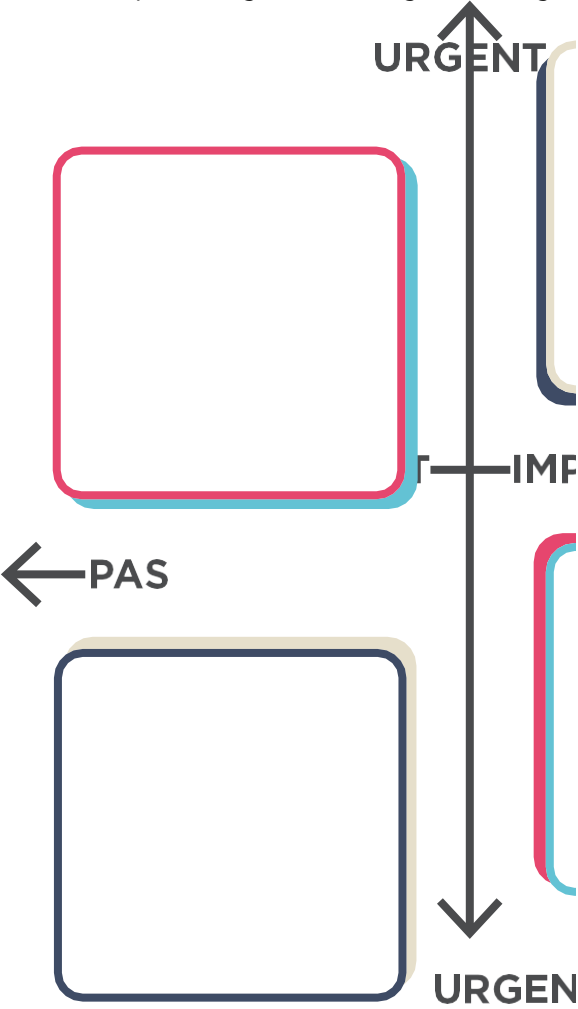


**ET PAS
URGENT**

PAS

PAS URGENT

Go back to your goal board.
Rank and prioritize goals according to their urgency and importance.



PAS

MODULE 4

MANAGE STRESS

1. DISCOVER THE ORIGINS AND STRESS CHARACTERIZATIONS

2. ADAPT YOUR REACTIONS TO STRESS

3. PRACTICE THE TECHNIQUES GENERAL STRESS MANAGEMENT

OBJECTIVE

Here you will learn to know yourself better in order to deal with stressful situations more serenely. This will involve identifying what stress is and its sources, the unique reactions and sequences that you show and finally the application of approaches that will help you navigate the more challenging moments of the next few years.

KEY MESSAGE

It's not so much the situation that matters as how you prepare for it and react to it.

1. DISCOVER THE ORIGINS AND CHARACTERIZATIONS OF STRESS

What is stress?

Stress is an alarm. How do I react when it goes off?

The sources of my stress

What triggers us to stress individually?

Identifying the causes of stress will allow us to better fight against its effects.

WHAT IS STRESS?

REACTIONS TO STRESS

- What are your physical reactions?
(e.g.: sweating, trembling, increased heart rate...)
- What are your emotional reactions? (ex:
worries, depression, fears...)
- What about your behavioural reactions?
(e.g.: absences, drop-outs, smoking, asocialization..)

	low	moderate	strong
Physical reactions			
Emotional reactions			
Behavioural reactions			

THE SOURCES OF MY STRESS

THE CAUSES OF STRESS

What physical and/or psychological causes can cause me stress? What reaction(s) for each cause?

causes	reactions
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

STRESS IS A MATTER OF PERCEPTION

Think of one or more stressful situations, either in the past or in the future.

1. Rate the level of challenge between 1 and 5.

12345

low○○○important

2. Assess the level of resources available between 1 and 5

12345

low○○○important

3. What is your stress level?

STRESS = $\frac{\text{issues}}{\text{resources}}$

STRESS = $\frac{\text{.....}}{\text{.....}}$

REACT TO AUTOMATIC THOUGHTS

1. Identify your "symptoms" and "thoughts": what can I tell myself?

.....

.....

.....

2. Identify the cause(s):
Why am I telling myself all this?

.....

.....

.....

3. Identify your needs:
What do you need to reduce your stress?

.....

.....

.....

4. What can you put in place now to lower stress levels?

.....

.....

.....

2 ADAPT YOUR REACTIONS

Different perceptions and profiles

We all have different reactions to stress.
Here we will understand how a personality profile can help us.

Different profiles, different stresses and different adaptations

According to different profiles, we will have different emotional reactions:
which ones are beneficial and which ones take our energy?

Get back to our needs

The basis of stress and conflict is often a poorly addressed need. What are
my most regular needs in my relationships with others
? To me?

DIFFERENT PERCEPTIONS AND PROFILES

"DISC"

Do you see the world as a rather hostile or rather favorable place (or both)?

.....

.....

How do you approach problems and challenges?

.....

.....

How do you react to rhythm variations?

.....

.....

Do you consider yourself capable of acting on this
environment or do you prefer to have a passive relationship
with it?

.....

.....

How do you interact with others and how do
you seek to convince them?

.....

.....

How do you react to the rules set by others?

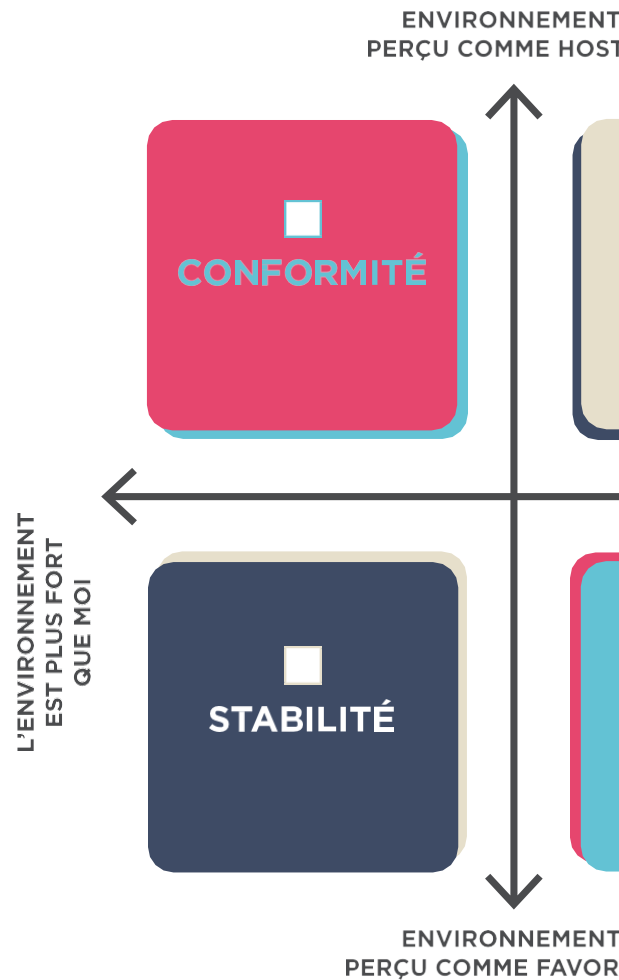
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DIFFERENT PERCEPTIONS AND PROFILES

"DISC: STEP 3"

Which colours suit you best?



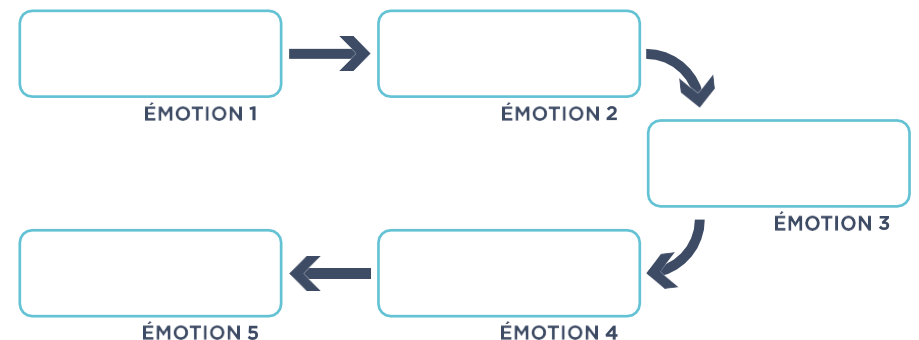
For each color :
What behaviors give you energy?

What behaviors take energy from you?

EMOTIONAL DYNAMICS

How do you position yourself on these emotional dynamics?
Which one would you most like to get closer to?

In a stressful situation, I get closer to the dynamics...



RETURN TO OUR NEEDS

When you are caught up in a dynamic of negative have you checked off your needs and fill in if nece

Security	Membership	Self-realization
Support	Communion	Learning
Stability	Empathy	Spirituality
Trust	Privacy	Autonomy
Harmony	Share	Independence
Comfort	Proximity	Free will
Peace	Love	Integrity
Physical security	Respect	Be appreciated.
.....	Sincerity	Self-confidence
.....	Cooperation	Resourcing
.....	Interdependence	Recreation
	Consistent with its values
	

Direction	Celebration	
Clarity	Appreciation	
Discernment	Sharing the joys	
Meaning	and penalties	
Understanding	Ritualization	
.....	Laughter	
.....	

3. PRACTICE THE TECHNIQUES GENERAL STRESS

Relaxing

Some body techniques allow to better manage stress: meditation, relaxation, breathing or simply rest.

Taking action

Rituals help create a framework within which we can achieve whatever we want.

Share

Finally, it is often in others that the solution is found, they allow us to transform stress into an ally.

RELAXING

STRESS MANAGEMENT TECHNIQUES

What are your methods for managing stress?

.....

.....

.....

.....

When you feel your stress growing, what steps do

.....

.....

.....

.....

Choose one of the techniques listed and try it.
Schedule regular sessions.

- 1. Abdominal breathing
- 2. Relaxation
- 3. Mindfulness meditation

	session
	1

TAKE ACTION

STRESS MANAGEMENT TECHNIQUES

What are the "routines" you have?

.....

.....

.....

.....

What do these routines do for you?

.....

.....

.....

.....

What routines would you like to implement?

.....

.....

.....

.....

Technique		
Location		
Date		
Duration		

PLAN YOUR LEISURE TIME FIRST

Plan your "ON" time
Sport, various activities (painting, music...),
associative involvement, and of course partying!

Plan your "OFF" time
Meditation, relaxation, breathing, micro-naps

TAKE ACTION

List resource persons, people you can trust
who you turn to when you feel anxious.

-
-
-
-
-
-
-

TIME ON		TIME OFF
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	

MODULE 5

GIVE YOURSELF THE MEANS TO SUCCEED (YOUR STUDIES / YOUR CAREER / YOUR LIFE)

1. EXPRESS YOUR AUTHENTICITY

2. ASSERT YOUR PROFESSIONAL PROJECT

3. ORGANIZE AND OPTIMIZE YOUR WORK TO SUCCEED

THE COACHING COURSE

Personal coaching

Express your authenticity

The PerformanSe Evolution test allows a detailed investigation of individual resources and a projection into employment contexts useful in the context of a career counselling and professional development approach.

Educational coaching

Organize and optimize your work for success

Develop a strategy to better organize your work for greater efficiency and pleasure.

Work on the organization of your work space and time management techniques. Determine your learning profile, his memorization, attention and concentration techniques.

Career Coaching

Affirm your professional project

Asking the right questions, getting to know yourself, discovering your strengths, confirming your choices, sometimes making mistakes... are essential steps in the construction of your professional project.

THE COURSE

Step 1
Business-oriented
PerformanSe
testing

Step
First debriefing
PerformanSe test

Step Debriefing
Coach
PerformanSe

Step Diagnostic
profiling

Step
Methodological
development

Step 6
Wellness
and stress management

Step
Empowerment and
autonomy

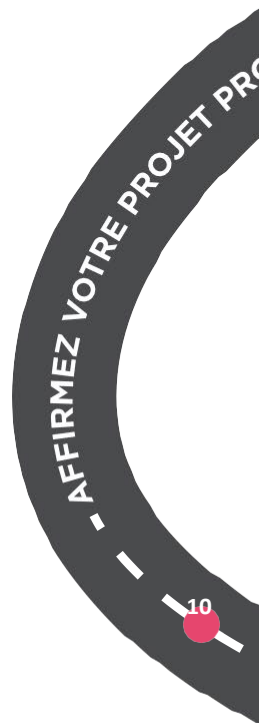
Step 8
Personalized assistance

Step 9
personal branding
methods to reveal your
skills

Step 10
Drafting/first
communication tools

Step 1
Research and
development strategy
professional network4

Step 2
The right questions to
ask

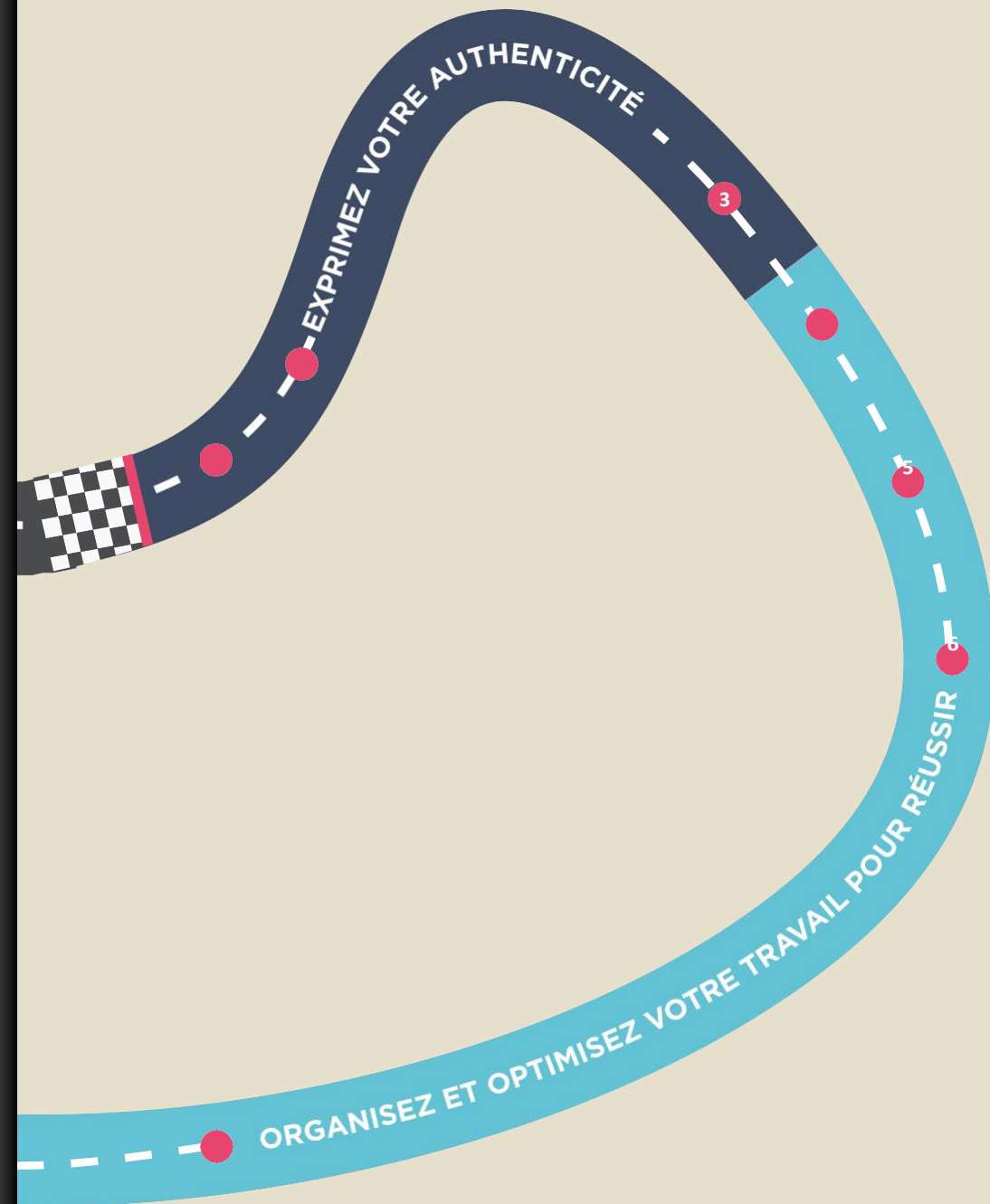


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87



THE 12-MO MASTER CALE

The business-oriented PerformanSe test is carried out at the end of the onboarding process according to the instructions received by email.

☐ I did the PerformanSe test

September	October	November
<p><u>Step 1:</u> First debriefing Test PerformanSe, written report</p>	<p><u>Step 2:</u> Debriefing Test PerformanSe, individual interview</p>	<p><u>Step 3:</u> Diagnosis and profiling</p>
March	April	May
<p><u>Stage 6:</u> Empowerment and autonomy</p>	<p><u>Step 7:</u> Personalized help (educational coaching)</p>	<p><u>Step 8:</u> Personal branding (methods to reveal his skills)</p>

December	January	February
<p><u>Step 4:</u> Methodological development</p>		<p><u>Step Five:</u> Wellness and stress management</p>
June	July	August
<p><u>Step 9:</u> Communication tools (Curriculum Vitae and letter of motivation)</p>	<p><u>Step 10:</u> Research and Development Strategy for professional network</p>	<p>Step 11: The right questions to ask</p>

YEAR 1

THE CALENDAR MASTER IN MONTH

September	October
Step 1: First debriefing Test PerformanSe, written report	Step 2: Debriefing Test PerformanSe, individual interview
March	April
September	October
March	April
	Step 9: The tools communication skills (CV and cover letter)

☐ I did the PerformanSe test

December	January	February
		Step 4: Methodological development
June	July	August
		Step 6: Empowerment
December	January	Step 8: Personal branding (methods to reveal one's skills)
June	July	August
	Step 11: The right questions to ask	

JANUARY
JANUARY

FEBRUARY
EBRUARY

MARCH
MARCH

APRIL
APRIL

MA
MAY

JUNE
JUNE

JULY
JULY

AUGUST
AUGUST

SEPTEMBER
SEPTEMBER

OCTOBER
OCTOBER

NOVEMBER
NOVEMBER

DECEMBER
DECEMBER

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MISSIONS

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