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If you find this book, please contact me as soon as possible.



by



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 characterizations of stress
- 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 course.
It will allow you to get acquainted with your new work environment, to question yourself and to acquire work methods adapted to the online training you are going to take.

This first module of the course will allow you to :

- Learn more about IPAG BS and its online services
- Discover your future work environment
- Your privileged interlocutors

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

THE SCHOOL, THE IPAG NETWORK AND THE ASSOCIATIONS

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

Here is a first exercise:
Do you know your new school?
Fill in this table with the help of the school's website and immerse yourself in its values, discover its educational missions 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
UX Design – Dominique Bonet d.bonet@ipag.fr

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

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, 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.



☐ 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 mission of the center is to educate future generations, generate research and advance knowledge to contribute 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 almost all of the school's 12000 graduates around the world.

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

2. PLAY WITH THE PLATFORM IPAG ONLINE

The computer tools

One of the most important points to be in optimal conditions for tele-study is the equipment in 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 accompany students throughout their studies.

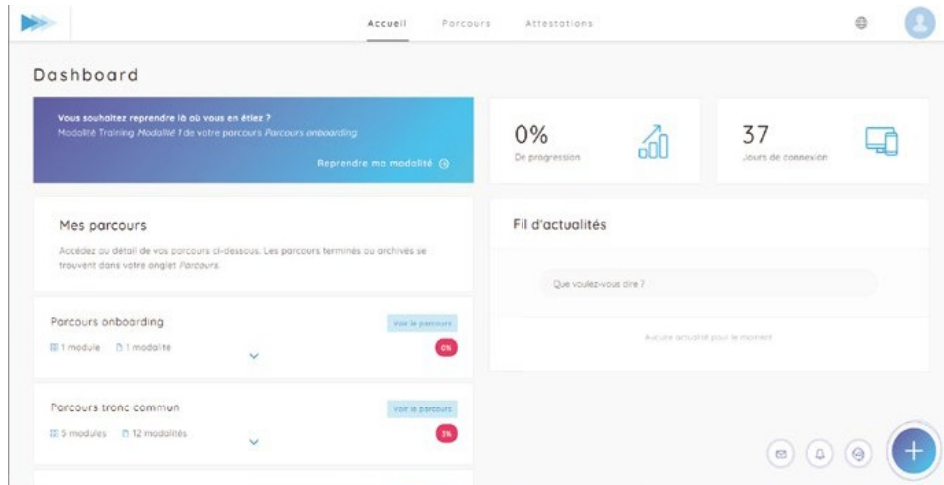
IPAGORA

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

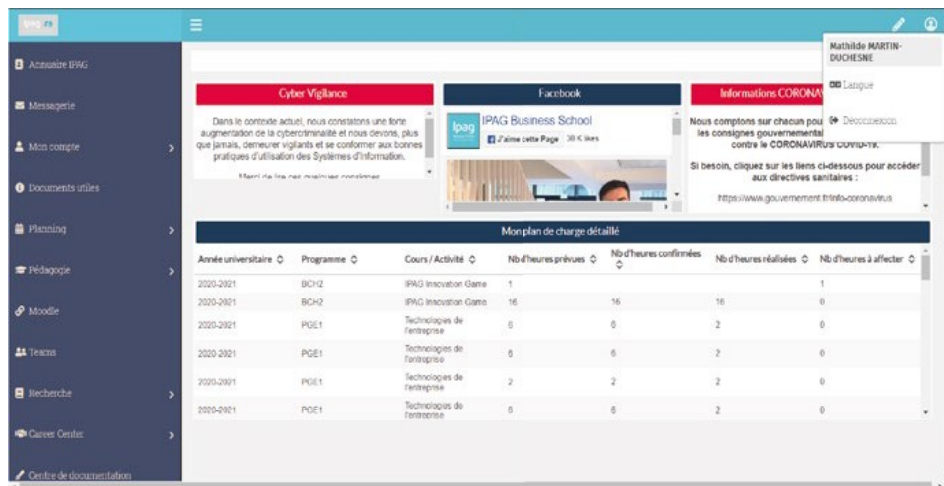
It aims to facilitate and streamline many administrative tasks and thus allow you to work with more flexibility and autonomy.

T-B OOK & IPAGORA

☐ My profile has been created
IPAG DIGITAL LEARNING FRAMEWORK



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IPAGORA



3. DISCOVER YOUR ONBOARDING

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 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!

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 multiple 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 from which you will be able to choose 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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What are the benefits of learning this?

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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?

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What is your learning "style"?

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2. OPTIMIZE YOUR LEARNING

My environment

Preparing your work 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 work environment, fill out this chart:

	What I do well	What I could improve
My office	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Luminosity	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
The seat	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
The music	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
The	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

THE METHODS

What are your learning techniques?

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

+ Effective

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- Efficient

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RELATIONSHIPS

TEACHING TO LEARN

What are your learning stages?

- 1 – Choose a topic/course that you enjoy and are comfortable with. 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 minute5 presentation orally. 5 – Ask for feedback.
- 6 – If necessary, work on your content.

3. GET READY TO OPEN YOUR LEARNING

Set realistic goals

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

Prepare for self-assessment

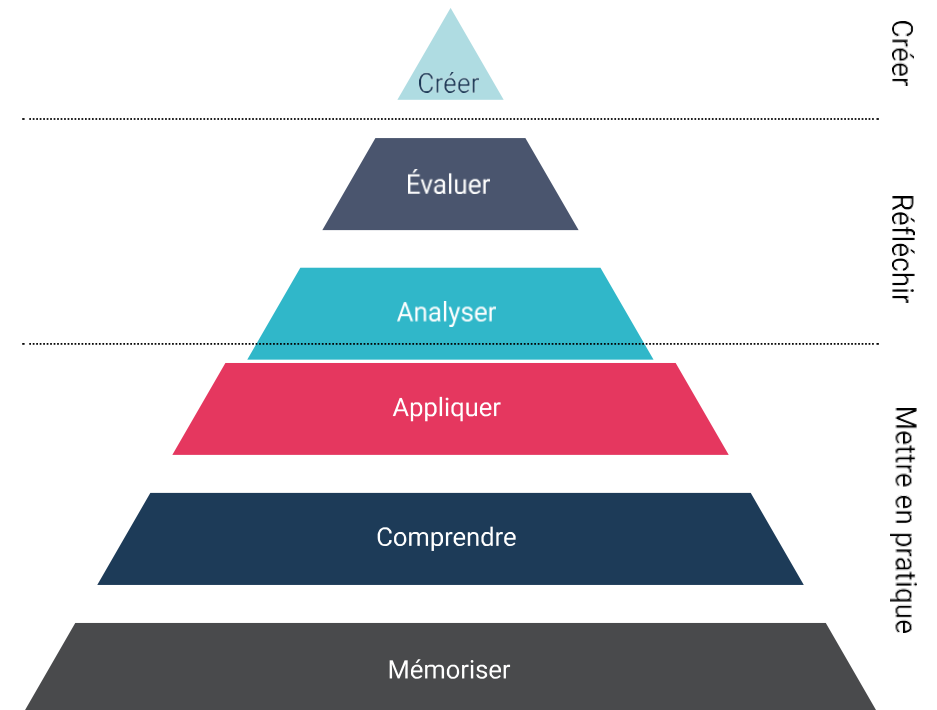
A new fundamental skill: the ability to take a step back from one's own work and evaluate oneself in order to progress.

Achieving my learning goals

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

SET REALISTIC GOALS

BLOOM TAXONOMY



SET REALISTIC GOALS

Using this chart, take your different courses for the first semester and for each one, write down your learning 1objectives3, 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 -



Take

Cours	Learning Objectives	Proof of success

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

Actions	Resources	Time

MODULE 3

CONCILIATING PERSONAL, PROFESSIONAL AND STUDENT LIFE

1. UNDERSTAND YOUR ROLES AND ANALYZE YOUR REPORT IN TIME

2. IDENTIFY YOUR OBSTACLES (AND OVERCOME THEM)

3. ADOPT TIME MANAGEMENT APPROACHES

OBJECTIVE

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 of the different aspects of your life.

1. UNDERSTAND YOUR ROLES AND ANALYZE YOUR RELATIONSHIP TO TIME

What is a role?

Studies are important and not the only thing: let's take a step back on 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 will be able to constantly situate yourself in relation to your dreams, your passions and your relationships.

WHAT IS A ROLE?

The next steps

What are your different roles?

How important is this in terms of time and energy?

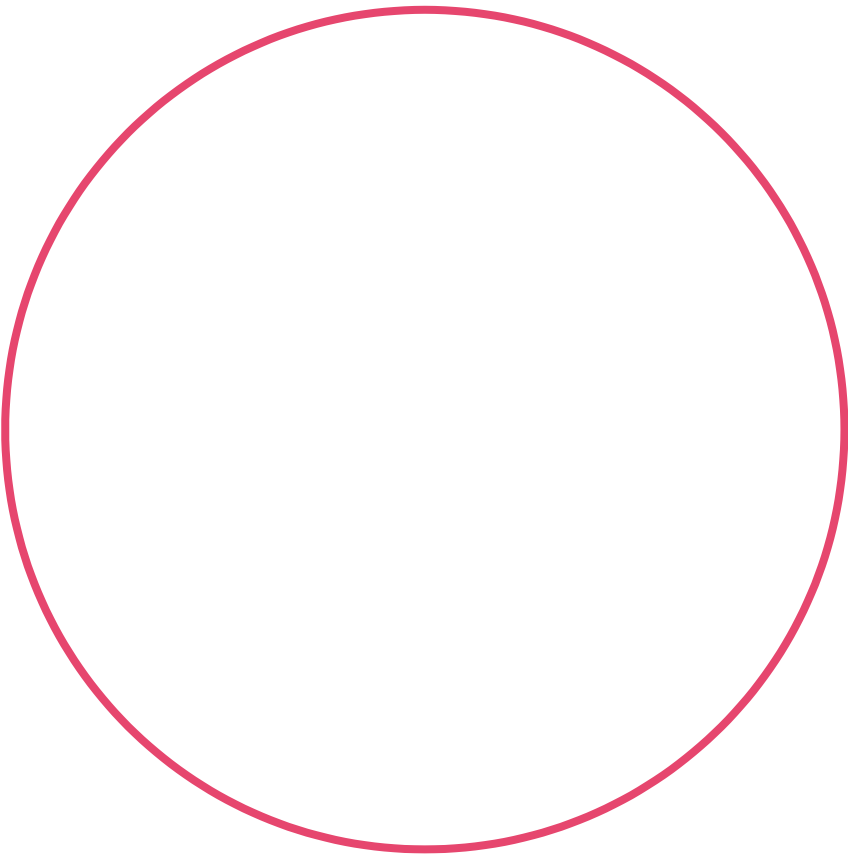
The prioritization will be done following the visualization of your roles.

[illegible]

WHAT ARE MY ROLES NOW AND IN THE FUTURE?

VISUALIZE ITS ROLES AND PROJECT ITSELF

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?

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.....

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.....

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

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

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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

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Action 2

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Action 3

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Action 4

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Action 5

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2. IDENTIFY YOUR OBSTACLES (AND

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"? Do you note between and 15.

12345

very little or

ry much

How do people rate your procrastination tendencies?

12345

very little

a lot

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

	Reasons
Topic:	<div><div></div><div></div><div></div></div>
Topic:	<div><div></div><div></div><div></div></div>
Topic:	<div><div></div><div></div><div></div></div>

THE ORGANIZATION

How organized do you consider yourself to be?

12345

not at all

☐

☒very

☐

☐

☐

What's stopping you from getting more organized?

.....

.....

.....

What are you putting in place to get better organized?

.....

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.....

3. ADOPT TIME MANAGEMENT APPROACHES

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

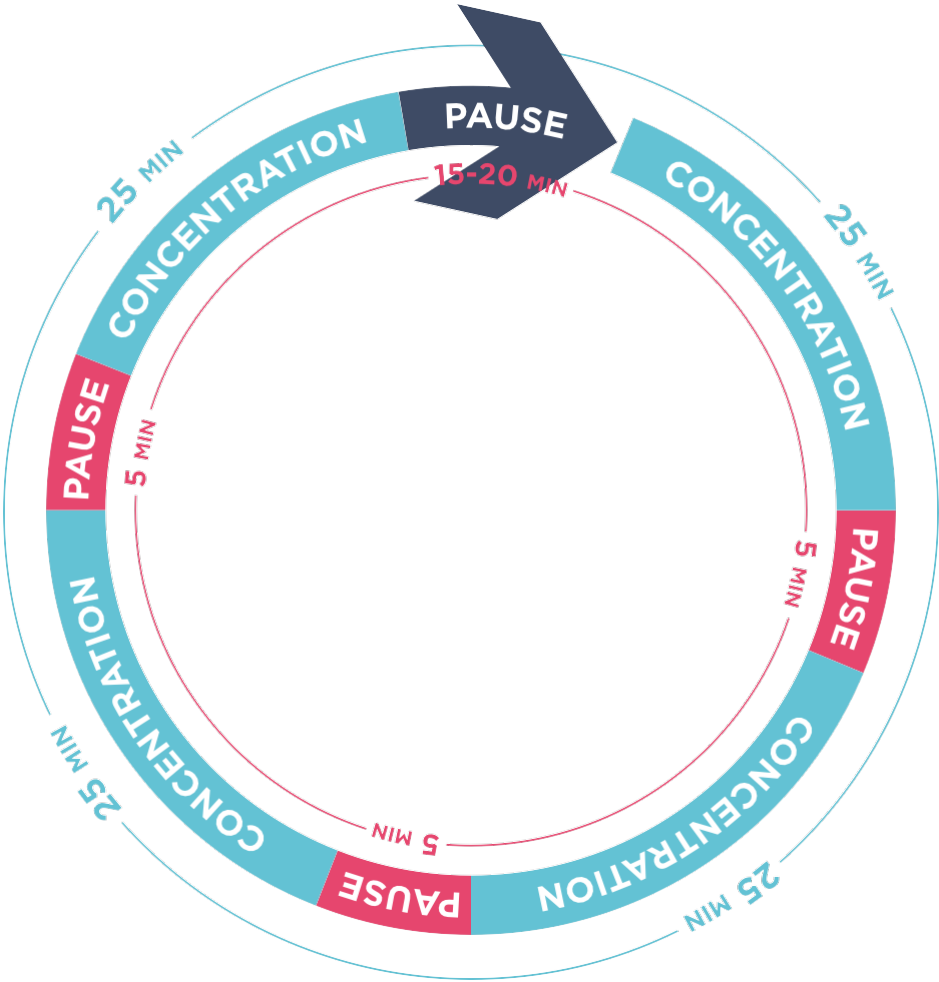
DEFINE YOUR TO-DO LIST

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

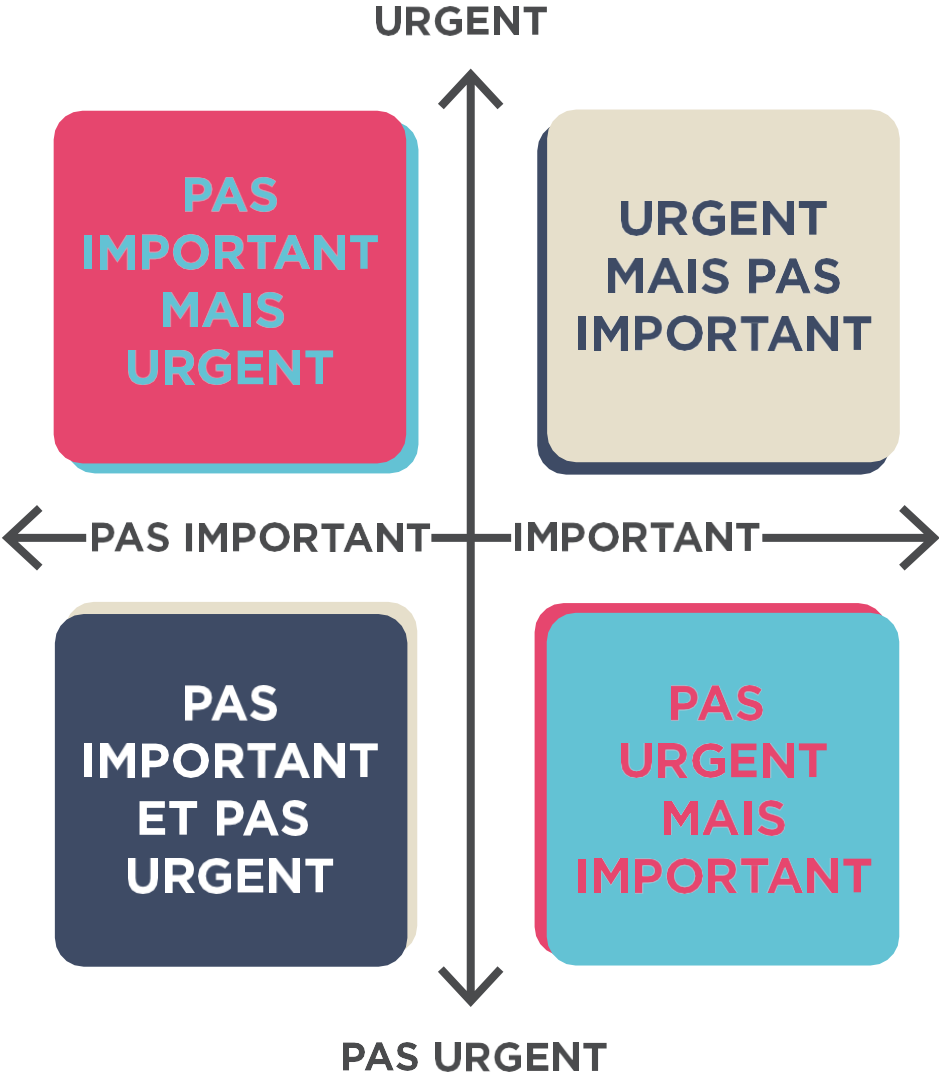
	Priority	Action
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

THE POMODORO METHOD

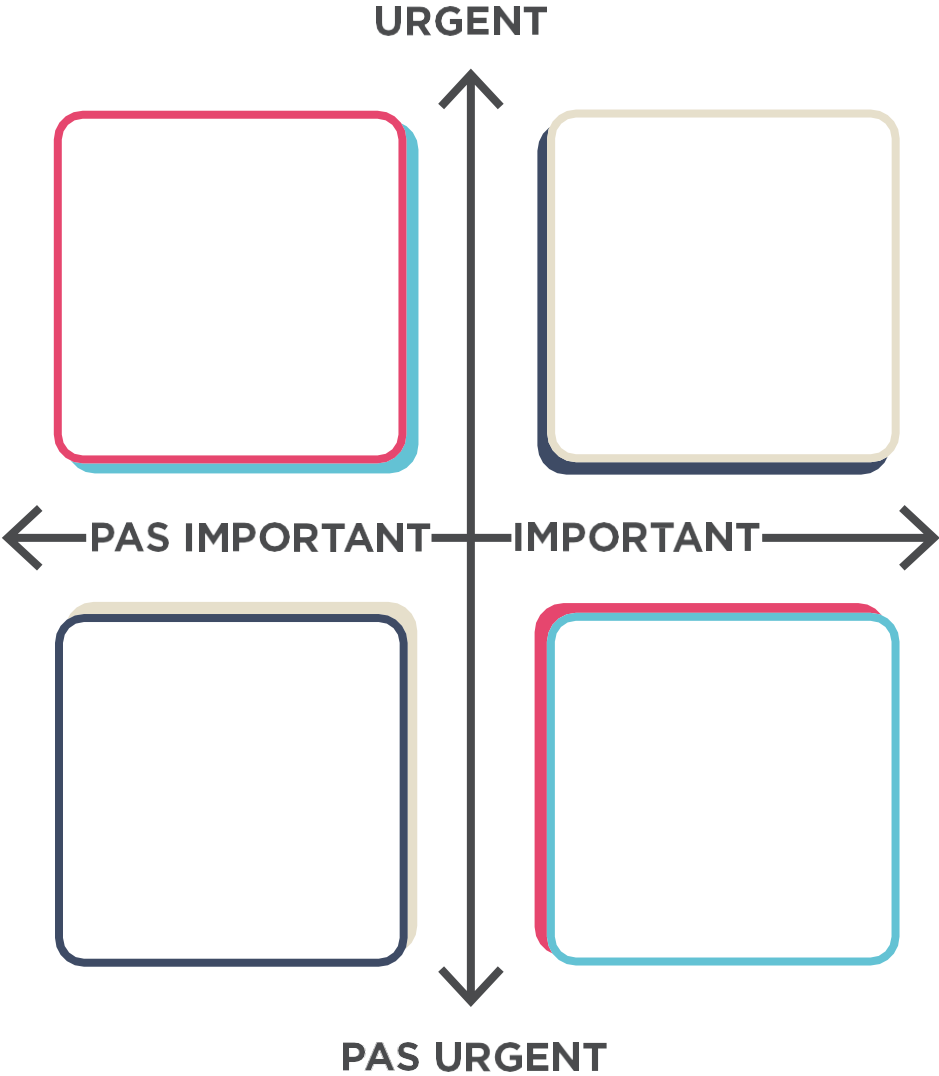
- 1. Choose a course, a subject, an exercise
- 2. Apply the Pomodoro method
- 3. Congratulate yourself



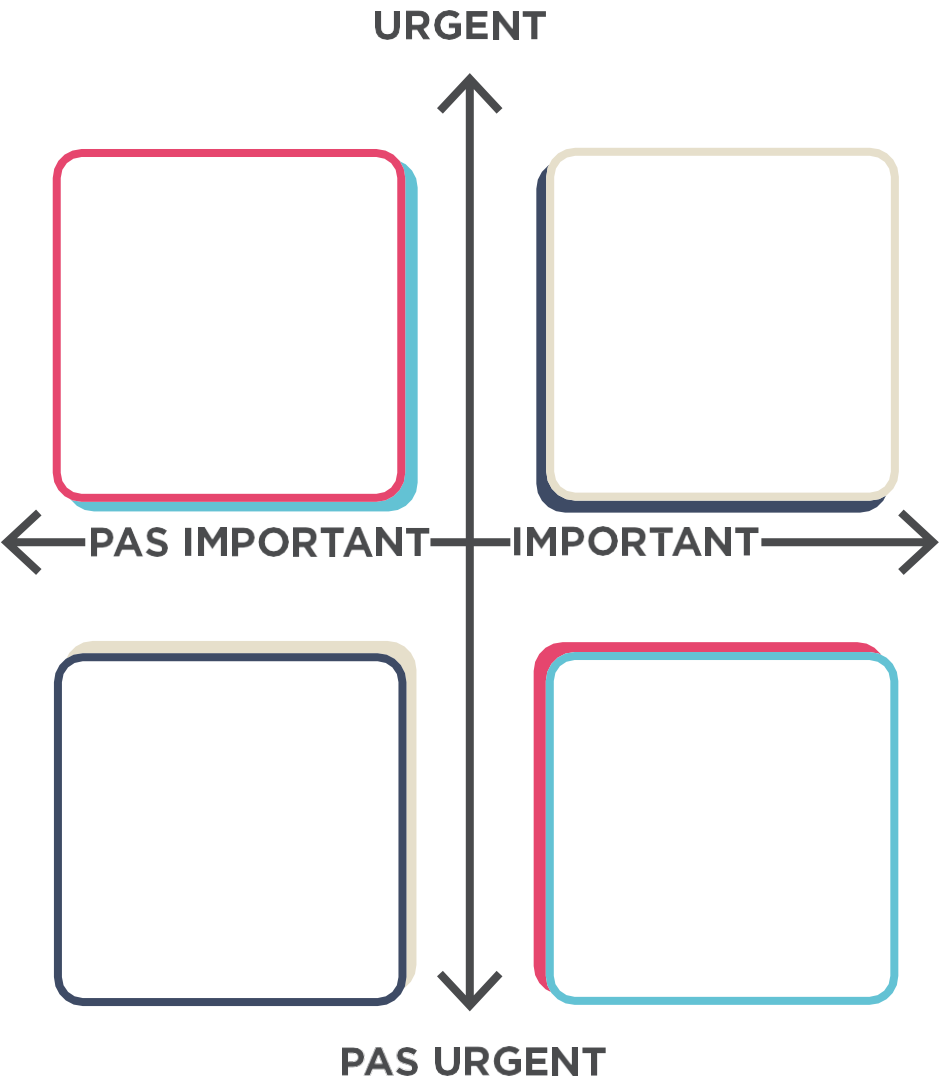
THE EISENHOWER MATRIXGet back to



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



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



MODULE 4

MANAGE STRESS

1. DISCOVER THE ORIGINS AND CHARACTERIZATIONS OF STRESS

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 these next 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 individually to stress?

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, accelerated heart rate...)
- What are your emotional reactions? (ex:
worries, depression, fears...)
- What about your behavioral reactions?
(e.g. absences, dropping out, smoking, asocialization...)

	low	moderate	strong
Physical reactions			
Emotional reactions			
Behavioral 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>
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<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

STRESS, 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 and 5.1

12345

low ☐ ☐ high ☐ ☐ ☐

2. Assess the level of resources available between and 15

12345

low ☐ ☐ high ☐ ☐ ☐

3. What is your stress level?

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

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

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 TO STRESS

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 DIFFERENT PROFILES

"DISC"

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

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.....

How do you approach problems and challenges?

.....

.....

How do you react to rhythm variations?

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.....

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

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

.....

.....

How do you react to the rules set by others?

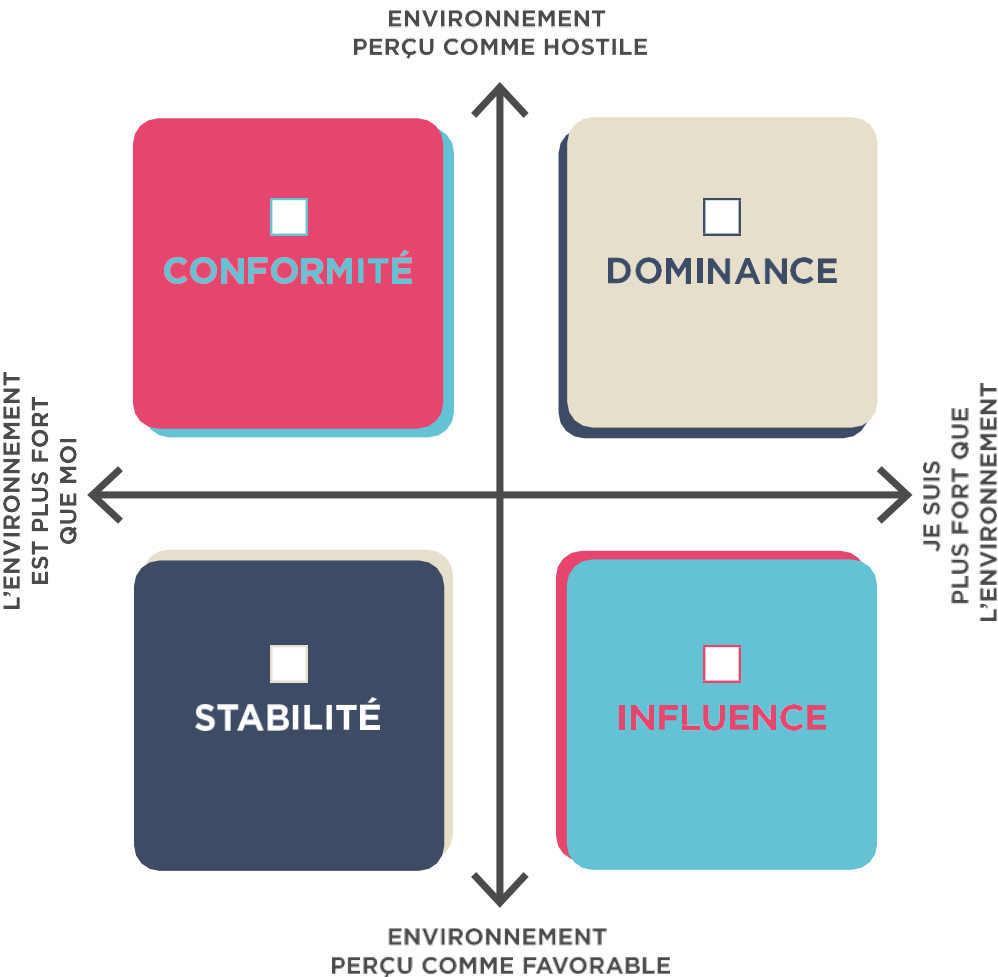
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DIFFERENT PERCEPTIONS AND DIFFERENT PROFILES

"DISC: STEP3

Which colors match you the most?



For each color:
What behaviors give you energy?

.....

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What behaviors take energy from you?

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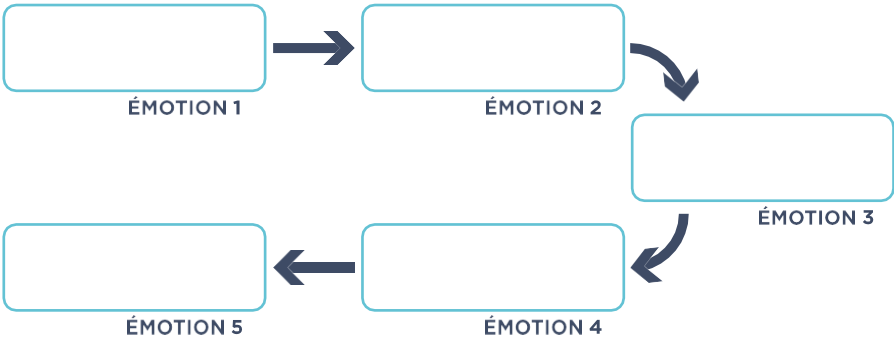
EMOTIONAL DYNAMICS

How do you relate to 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 emotions, what do you need to do?

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	To 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 you to better manage your stress: meditation, relaxation, breathing or simply rest.

Taking action

Rituals help create a framework within which we can achieve anything 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?

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When you feel your stress growing, what steps do you take?

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

1. Abdominal breathing
2. Relaxation
3. Mindfulness meditation

	session 1	session 2
Technique		
Location		
Date		
Duration		

TAKE ACTION

STRESS MANAGEMENT TECHNIQUES

What are the "routines" you have?

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What do these routines do for you?

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What routines would you like to implement?

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PLAN YOUR LEISURE TIME FIRST

Plan your "ON" time
Sports, 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 FOR SUCCESS

THE COACHING COURSE

Personal coaching

Express your authenticity

The PerformanSe Evolution test allows a detailed investigation of individual resources and a projection in the employment contexts useful in the framework 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

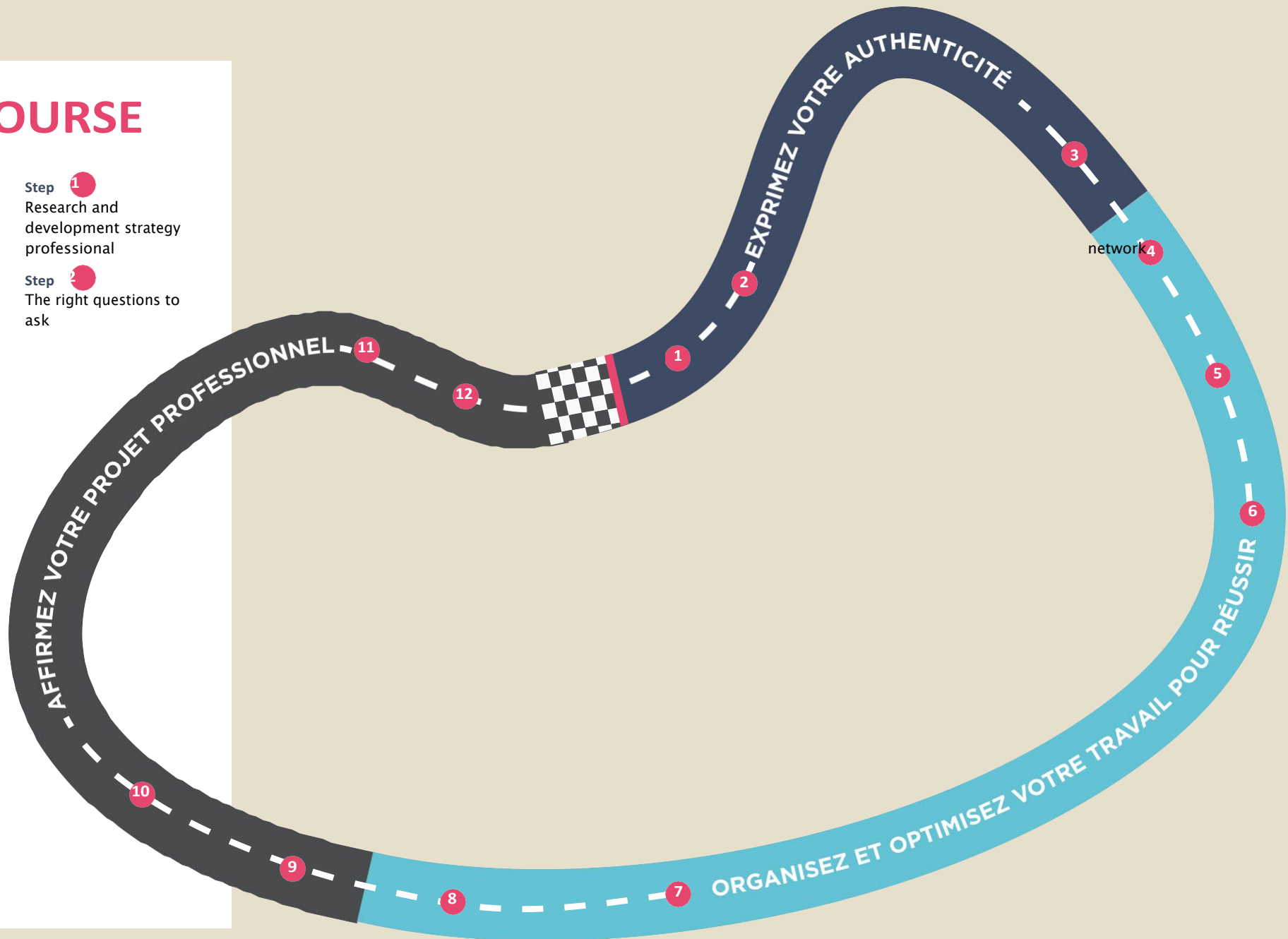
Affirm your professional project

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 test
- Step 2 First Test PerformanSe debriefing
- Debriefing stage PerformanSe Coach
- Diagnostic stage profiling
- Methodological Development Stage
- Step Wellness and stress management
- Empowerment and autonomy stage
- Step Personalized help
- Step personal branding methods to reveal your skills
- Step Drafting/first communication tools

- Step 1 Research and development strategy professional
- Step 2 The right questions to ask



THE MASTER CALENDAR IN MONTHS12

September	October	November
<u>Step: 1</u> First debriefing Test PerformanSe, written report	<u>Step: 2</u> Debriefing Test PerformanSe, individual interview	<u>Step: 3</u> Diagnosis and profiling
March	April	May
<u>Stage: 6</u> Empowerment and autonomy	<u>Step7:</u> Personalized help (Educational coaching)	<u>Step8:</u> Personal branding (methods to reveal his skills)

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

☐ I did the PerformanSe test

December	January	February
<u>Stage:</u> Methodological <u>4</u> development		<u>Step5:</u> Wellness and stress management
June	July	August
<u>Step:9</u> Communication tools (Curriculum Vitae and letter of motivation)	<u>Step:</u> Research and development <u>10</u> strategy of professional network	<u>Step11:</u> The right questions to ask

THE CALENDAR
MASTER IN
MONTHS24

☐ I did the PerformanSe test

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September	October	November
Step: 1First debriefing Test PerformanSe, written report	Step: 2Debriefing Test PerformanSe, individual interview	Step: 3Diagnosis and profiling
March	April	May
		Step5: Wellness and stress management
September	October	November
		Step7: Personalized help (educational coaching)
March	April	May
	Step9: The tools communication skills (CV and cover letter)	Step: Research 10strategy and professional network development

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December	January	February
		Stage: Methodological 4development
June	July	August
		Stage: 6Empowerment
December	January	February
		Step8: Personal branding (methods to reveal one's skills)
June	July	August
	Step11: The right questions to ask	

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1				1			
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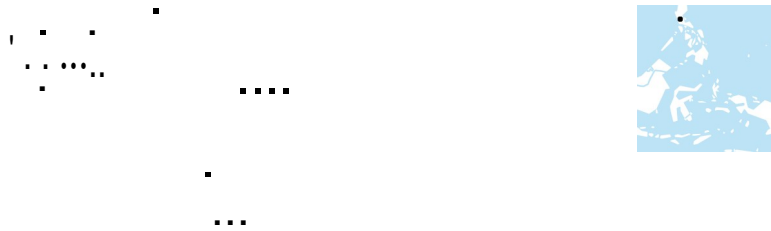
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MY WORLD





148 x mm210, 144numbered pages, printed on 80g uncoated recycled paper.
148 x mm210, numbered144 pages, printed on uncoated 80g. recycled papers.

