

Prowadzący	Anna Jańska
Oferta PJO*	NIE
Oferta PJOE*	TAK
Kierunek, rok, stopień dla PJO	
Semestr roku 2023/2024	Zimowy

* PJO – przedmiot w języku obcym dla studentów polskich / PJOE – przedmiot w języku obcym dla studentów Erasmus+

** zostawić właściwe

BASIC INFORMATION ABOUT THE SUBJECT (INDEPENDENT OF THE CYCLE)

Module name	Soft skills - workshop
Erasmus code	PL LUBLIN01
ISCED code	343
Language of instruction	English
Website	https://www.umcs.pl/en/courses-in-english,21103.htm (dla PJOE)
Prerequisites	General knowledge of economics.
ECTS points hour equivalents	Contact hours (work with an academic teacher): 15 Total number of hours with an academic teacher: 15 Number of ECTS points with an academic teacher: 1,5 Non-contact hours (students' own work): 15 Total number of non-contact hours: 15 Number of ECTS points for non-contact hours: 1,5 Total number of ECTS points for the module: 3
Educational outcomes verification methods	Activity during contact hours Presentation of the results
Description	<p>The objective of the programme is to inculcate skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact. Aims to increase learner's knowledge and unique soft skills so as to develop attributes that enhance an individual's interactions, earning power and job performance. The key areas addressed in soft skills are communication skills, body language, group discussion skills, interview skills, presentation skills, and emotional intelligence and time management skills. This program is mainly aimed at value add to any business qualification, which help the students to acquire competence to secure jobs in any area related to management in other financial industries.</p>
Reading list	<ol style="list-style-type: none"> 1. Hard evidence on soft skills, JJ Heckman, T Kautz - Labour economics, 2012 - Elsevier 2. Communication Skills Virtual Training, Maureen Orey · 2021 3. Soft Skills: A Phrase in Search of Meaning, Miriam L. Matteson , Lorien Anderson , Cynthia Boyden, portal: Libraries and the Academy Johns Hopkins University Press Volume 16, Number 1, January 2016 4. Soft Skills, K Alex 5. Wanted: Soft skills for today's jobs, Barton J. HirschView, Volume 98, Issue 5 6. Developing Soft Skills in Students, Wats, Meenu; Wats, Rakesh Kumar, International Journal of Learning . 2009, Vol. 15 Issue 12
Educational outcomes	KNOWLEDGE Expanding participants' knowledge in the field of communication, personalization of the education process as well as work organization and

	<p>time management necessary to build a culture of relationships in the academic and work environment</p> <p>SKILLS Improving soft skills such as communication, manners, work organization and creativity.</p> <p>ATTITUDES Conviction about the value and the need to constantly improve one's own soft skills for good personal and social functioning in the academic space and in the professional environment</p>
Practice	n/a

INFORMATION ABOUT CLASSES IN THE CYCLE

Website	https://www.umcs.pl/en/courses-in-english,21103.htm (dla PJOE)
Educational outcomes verification methods	Activity during contact hours Presentation of the results
Comments	workshop
Reading list	<ol style="list-style-type: none"> 1. Hard evidence on soft skills, JJ Heckman, T Kautz - Labour economics, 2012 - Elsevier 2. Communication Skills Virtual Training, Maureen Orey 2021 3. Soft Skills: A Phrase in Search of Meaning, Miriam L. Matteson , Lorien Anderson , Cynthia Boyden, portal: Libraries and the Academy Johns Hopkins University Press Volume 16, Number 1, January 2016 4. Soft Skills, K Alex 5. Wanted: Soft skills for today's jobs, Barton J. HirschView, Volume 98, Issue 5 6. Developing Soft Skills in Students, Wats, Meenu; Wats, Rakesh Kumar, International Journal of Learning . 2009, Vol. 15 Issue 12
Educational outcomes	<p>KNOWLEDGE Expanding participants' knowledge in the field of communication, personalization of the education process as well as work organization and time management necessary to build a culture of relationships in the academic and work environment</p> <p>SKILLS Improving soft skills such as communication, manners, work organization and creativity.</p> <p>ATTITUDES Conviction about the value and the need to constantly improve one's own soft skills for good personal and social functioning in the academic space and in the professional environment</p>
A list of topics	<ol style="list-style-type: none"> 1. Competences of the future 2. Some steps to achieving ambitious goals 3. Verbal communication 4. Presentation 5. Active listening 6. Constructive feedback 7. Burnout prevention
Teaching methods	workshop, project, discussion
Assessment methods	50 % - Final project presentation 50 % - Participation and in-class activity