

Adam Mickiewicz University in Poznań

Faculty of Chemistry

HighChem - interdyscyplinarne i międzynarodowe studia doktoranckie z elementami wsparcia współpracy międzysektorowej

Soft skills – the practical approach

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Classes developing soft competences

Field of science	interdyscyplinary
Teaching method	Lectures with interactive elements + seminars
Language	English
ECTS credits	2
Numbers of hours	30 h
Aims of the course	To familiarize the participants with a variety of soft skills
Course contents	The course will include lectures and seminars on the following topics: <ul style="list-style-type: none"> - negotiations - being effective - savoir-vivre in business - leadership and team management - managing conflicts at work - job market and job seeking process
Prerequisites and co-requisites	none

Learning outcomes

On completion of the course PhD candidates will be able to:	Assessment mode
Understand and apply in practice the key elements of negotiations process	Participation in seminars and doing short written assignments
Understand and use in practice the key elements of effectiveness in professional activities	
Recognize the most important elements of business savoir-vivre	
Understand the processes of leadership and team management and be able to apply it in practice	
Be familiar with the typical conflicts that happen at work and be able to apply the conflict solving procedures	
Understand the job seeking process and be able to effectively carry out it	



Literature	<ol style="list-style-type: none">1. J. V. Howard „The book on every day negotiating”2. P. Post „The etiquette advantage in business”3. S. Covey „7 habits of highly effective people”4. M. Yate „Knock'em dead job interview: how to turn job interview into job offers”
Additional information	<p>The course will be held on 6 days, 5hrs each: 16:00-20:00 Wed 02.02; Fri 04.02, Wed 09.02, Thu 10.02, Fri 25.02, Fri.4.03</p> <p>The lecturer has 30 years of experience in business and academic world in Poland, USA, France and teaches soft skills at all levels at various universities and MBA programs.</p>