

## Soft Skills and Leadership

<b>Course title</b> <i>Titel</i>	Soft Skills and Leadership
<b>Course status</b> <i>Fachstatus</i>	Mandatory within specialisation International Business (English Track)
<b>Frequency/Duration</b> <i>Häufigkeit / Dauer</i>	Starts in Summer term, 2 semesters
<b>Target Group</b> <i>Zielgruppe</i>	4th and 5th semester students of degree program Betriebswirtschaftslehre with specialisation in International Business (English Track)
<b>Course description</b> <i>Kurzbeschreibung</i>	Teams of about 15 members work together for two semesters, so that a confident atmosphere develops and behaviour patterns can be trained. The students learn basics about behaviour in organizations and get a preparation for starting in responsible positions. To give and to get feedback is an important method to compare perception and interpretation.
<b>Prerequisites (recomm.)</b> <i>Vorkenntnisse (empf.)</i>	None
<b>Required materials</b> <i>Arbeitsmittel</i>	Script Role play descriptions  Greenberg, J.; Baron,R.: Behavior in Organizations, Pearson 2010  Schulz von Thun, F.: Miteinander reden I – IV, Rowohlt 2014
<b>Course outcomes</b> <i>Lehrresultate</i>	Knowledge of behavioural needs in organizations Knowledge of leadership tools Developed self reflection and key competencies Giving and taking feedback as a supporting leadership method Knowledge and practice of tools for perceiving, describing and interpreting human behaviour
<b>Course topics</b> <i>Inhaltsangaben</i>	The training ties up to personal experiences and targets of the participants. <ul style="list-style-type: none"><li>• Communication</li><li>• Personality types – self perception</li><li>• Techniques of presentation</li><li>• Teamwork and leadership</li><li>• Leading appraisal interviews</li><li>• Conflict management</li><li>• Successful negotiations</li><li>• Moderation of groups</li></ul>
<b>Course methods</b> <i>Lehrmethoden</i>	Presentations, role-plays, teamwork, assessment, discussions

<b>Course and examination language</b> <i>Lehr- und Prüfungssprache</i>	English
<b>Special features</b> <i>Besonderheiten</i>	Small size groups
<b>Related courses</b> <i>Weiterführende Kurse</i>	none
<b>Applicability</b> <i>(Verwendbarkeit)</i>	Creditable in the program Wirtschaftsingenieurwesen upon request
<b>Course structure</b> <i>Umfang / Credits</i>	0 – 8 - 10 (Lecture hours – Practise – Credit points)
<b>Workload</b>	0 – 120 – 180 (Lecture hours – Practise – Self study)
<b>Assessment / Duration</b> <i>Leistungsnachweis / Dauer</i>	Portfolio map of achieved personal development and key competencies at the end of the second semester
<b>Lecturers</b> <i>Lehrpersonen</i>	Prof. Dr. Ladwig, Prof. Dr. Reski
<b>Coordinator</b> <i>Verantwortlich</i>	Prof. Dr. phil. Reski
<b>Last review</b> <i>Letzte Überprüfung</i>	January 2017