MASUDEM

MASTER STUDIES IN SUSTAINABLE DEVELOPMENT AND MANAGEMENT

SYLLABUS

Name of course	**SOFT AND TRANSFERABLE SKILLS**
Code of course	
University	
Faculty	

GENERAL INFORMATION			
Degree level	Master degree		
Year of study	1	**Semester**	1
Subject of study	This course addresses transferable skills that will help students become successful not only in the university environment but also in their professional lives. The course is delivered in the form of interactive training blocks, where constant cooperation of the students is needed. This course also enhances practical skills of students in terms of business communication, publication processes, academic writing and working in a growth mindset.		
Language required for the course	English		
List of degree programs			

ACTIVITIES					
Number of credits, ECTS	4ECTS				
Lectures, hours	1	**Practices (laboratories, workshop), hours**	25	**Project, hours**	
Per week		**Per course**			

COURSE DESCRIPTION

In the era of the digital and green transition, skills become obsolete more quickly, there is a need for an unprecedented shift in skill sets. For this reason innovative and inclusive learning programmes need to be developed. This course addresses transferable skills that will help students become successful not only in the university environment but also in their professional lives. The course is delivered in the form of interactive training blocks, where constant cooperation of the students is needed. The course is addressing week to week a set of soft skills to make students competent in them.

AIM OF COURSE

The course aids students to raise personal awareness, make students familiar with transferable skills, improve their personal problem solving, methods of different learning strategies, communication- and cooperation skills while encouraging them to utilize their professional knowledge and insights. The course aims to provide both theoretical and practical knowledge about communication within a group and team management skills through training blocks. The course puts emphasis on entrepreneurial mindset, preparing students for their future job interviews with providing a look into the recruitment process.

CONTENT

1. **Introduction to transferable skill development**
    1.1. Purpose of the course
    1.2. What are transferable skills?
    1.3. Why are they beneficial?
    1.4. Why are they useful?
    1.5. Student performance and beyond
    1.6. Difference between hard and soft skills
2. **Setting up the growth mindset**
    2.1. Life-long learning
    2.2. Improving skills

Co-funded by the European Union

MASUDEM

MASTER STUDIES IN SUSTAINABLE DEVELOPMENT AND MANAGEMENT

Co-funded by the European Union

9.6. A future outlook into AI development

10. Presenting your work effectively
    10.1.   Introduction to presentation technics
    10.2.   Features of a good presentation
    10.3.   Alternative software for presentations
    10.4.   Business presentation
    10.5.   Research paper presentation

11. Writing a good academic paper
    11.1.   Academic writing styles
    11.2.   Features of a good academic paper
    11.3.   How to use academic language properly
    11.4.   Challenges in academic writing

12. Publication strategies
    12.1.   Structure of a well-written research paper
    12.2.   How to choose an outlet for your research paper
    12.3.   Submission process
    12.4.   Getting feedback from and responding to reviewers
    12.5.   Serving as a reviewer
    12.6.   Publishing in an open access journal

13. Moving society towards a sustainable future
    13.1.   Importance of a sustainable approach in professional and personal life
    13.2.   How to motivate others towards a sustainable approach
    13.3.   Psychological challenges of sustainability
    13.4.   Overcoming consumerism
    13.5.   Creating a sustainable world-view

1	Effective communication roleplay	*15%*
2	Delivering a presentation – in sustainable development field	*30%*
3	Preparation of an effective CV/Resumé	*15%*
4	Final in-depth essay – on one topic covered in the course	*40%*

ASSESSMENT CRITERIA

PRE-REQUIREMENTS FOR STUDENTS

LEARNING OUTCOMES

Competencies:

- ✓ Gaining a profound knowledge about diverse learning methods and techniques that can help and support students' academic achievement, and preparing them to become successful professionals.
- ✓ Gaining insight into different mindsets, such as fixed, growth and entrepreneurial mindset
- ✓ Gaining competeny in academic writing and publication strategies
- ✓ Understanging the importance of sustainable approach and being able to motivate others towards this approach

Skills:

- ✓ **Teamwork**: Being able to understand and work alongside people with different cultural attitudes and behaviors by promoting intercultural communication.

- ✓ **Leadership skills**: Being able to cooperate in a team- based environment, and initiate a collaboration and work in a team.
- ✓ **Team management skills:** Being able to manage their individual work and a project work flow, with the necessary skills of time management, team management, analytical-, and critical thinking.
- ✓ **Advanced presentation skills:** Being able to deliver a presentation of their work in front of an audience.
- ✓ **Project management skills**: Bearing responsibility for their own work as well as for the work of their colleagues they work together with in a project
- ✓ **Advanced communication skills:** Being able to communicate professionally in their specialized field.

LEARNING STRATEGIES
✓ Interactive training session blocks, group work
RECOMMENDED SOURCES

Compulsory literature:
- Dweck, C. S. (2006). Mindset: The New Psychology of Success. New York: Random House Publishing Group
- Hofstede G, Hofstede G. J., Minkov. M. (2010) Cultures and organizations: software of the mind: intercultural cooperation and its importance for survival. New York: McGraw-Hill USA
- Zimbardo, P. and Boyd, J. (2010) The Time Paradox - Using the New Psychology of Time to Your Advantage. Random House UK Ltd

Suggested reading:
- Levine, Robert V. (1998) A Geography of Time. The Temporal Misadventures of a Social Psychologist, or How Every Culture Keeps Time Just a Little Bit Differently. Basic Books
- Hofstede, G. J., Pedersen P., Hofstede G. (2002) Exploring Culture: Exercises, stories, and synthetic cultures. Yarmouth, ME: Intercultural Press.
- Hellsten, Meeri; Prescott, Anne (2004): Learning at University: The International Student Experience. International Education Journal, v5 n3 p344-351, 2004.
- John B. Bigg and Catherine Tang (2011): Teaching for Quality Learning at University: What the Student Does . Society of Research in Higher Education and Open University Press, Berkshire, England
- Kowalski M.A.; Orviská M.; and Mohd Roslin, R. – Editors (2020). Developing Transferable Skills for Research, 1st edition. Bratislava: Dolis Goen, 491 p, ISBN 978-80-973221-1-
- Dudenhefer, P. (2009). A guide to writing in Economics. EcoTeach Center and Department of Economics, Duke University
- Neugeboren, R.H.; and Jacobson, M. (2005). Writing Economics. Harvard University
- Johnson, J.B.; Reynolds, H.T.; and Mycoff, J.D. (2015). Political science research methods. Cq Press

Selected internet sources:

GROUP OF COURSE DEVELOPERS

Course Leader:

Board:

Date of approval the course

![Co-funded by the European Union]

MASUDEM

MASTER STUDIES IN SUSTAINABLE DEVELOPMENT AND MANAGEMENT