

## SYLLABUS

<b>Name of course</b>	<b>SOFT AND TRANSFERABLE SKILLS</b>				
<b>Code of course</b>					
<b>University</b>					
<b>Faculty</b>					
<b>GENERAL INFORMATION</b>					
<b>Degree level</b>	Master degree				
<b>Year of study</b>	1	<b>Semester</b>		1	
<b>Subject of study</b>	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.				
<b>Language required for the course</b>	English				
<b>List of degree programs</b>					
<b>ACTIVITIES</b>					
<b>Number of credits, ECTS</b>	4ECTS				
<b>Lectures, hours</b>	1	<b>Practices (laboratories, workshop), hours</b>	25	<b>Project, hours</b>	
<b>Per week</b>			<b>Per course</b>		
<b>COURSE DESCRIPTION</b>					
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.					
<b>AIM OF COURSE</b>					
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.					
<b>CONTENT</b>					
<ol style="list-style-type: none"> <li><b>1. Introduction to transferable skill development</b> <ol style="list-style-type: none"> <li>1.1. Purpose of the course</li> <li>1.2. What are transferable skills?</li> <li>1.3. Why are they beneficial?</li> <li>1.4. Why are they useful?</li> <li>1.5. Student performance and beyond</li> <li>1.6. Difference between hard and soft skills</li> </ol> </li> <li><b>2. Setting up the growth mindset</b> <ol style="list-style-type: none"> <li>2.1. Life-long learning</li> <li>2.2. Improving skills</li> </ol> </li> </ol>					





- 2.3. Fixed and growth mindset
- 2.4. Growth mindset in business communication
- 2.5. Developing a growth mindset
- 2.6. Practical tips and exercises
3. Entrepreneurial mindset
  - 3.1. What is an entrepreneurial mindset
  - 3.2. Setting up an entrepreneurial mindset in business environment
  - 3.3. Enhancing creativity
  - 3.4. Career market
4. Psychology of a successful professional
  - 4.1. Time management
  - 4.2. Stress management
  - 4.3. Prioritization methods
  - 4.4. Balancing academic, professional and personal life
5. How to learn and process information more efficiently
  - 5.1. How to improve your learning strategy
  - 5.2. How to remember more
  - 5.3. How to read more effectively
  - 5.4. How to select information more efficiently
  - 5.5. Learning techniques
  - 5.6. Dealing with information overload
  - 5.7. How to improve long-term memory
6. Developing effective communication skills
  - 6.1. Communication skills
  - 6.2. Different types on communication
  - 6.3. Verbal and non-verbal
  - 6.4. Assertive, aggressive, passive, passive-aggressive
  - 6.5. How to effectively communicate in different settings
  - 6.6. Effective principles of online communication
  - 6.7. Working remotely in teams
  - 6.8. First meeting
  - 6.9. Business meetings
7. Working effectively in teams
  - 7.1. Working in teams
  - 7.2. Overcoming group challenges
  - 7.3. Teamwork and cooperation
  - 7.4. Stages of forming of teams
  - 7.5. Roles in the teams
  - 7.6. Communication in teams
  - 7.7. Enhancing cohesion in teams
  - 7.8. Working with remote teams
8. Succeeding in the career market
  - 8.1. Career planning: How to use soft and transferable skills beyond student life
  - 8.2. Career narrative - crafting an effective CV
  - 8.3. How to succeed in the recruitment process
  - 8.4. Different stages of recruitment
  - 8.5. How to handle interviews
9. The role of technology in the life of a professional
  - 9.1. The role of technology for professionals
  - 9.2. Recent progress in AI
  - 9.3. Alternative uses of using AI applications
  - 9.4. Resources for professionals based on AI applications
  - 9.5. How to use AI in an effective and ethical way



<p><b>9.6. A future outlook into AI development</b></p> <p><b>10. Presenting your work effectively</b></p> <p>10.1. Introduction to presentation technics</p> <p>10.2. Features of a good presentation</p> <p>10.3. Alternative software for presentations</p> <p>10.4. Business presentation</p> <p>10.5. Research paper presentation</p> <p><b>11. Writing a good academic paper</b></p> <p>11.1. Academic writing styles</p> <p>11.2. Features of a good academic paper</p> <p>11.3. How to use academic language properly</p> <p>11.4. Challenges in academic writing</p> <p><b>12. Publication strategies</b></p> <p>12.1. Structure of a well-written research paper</p> <p>12.2. How to choose an outlet for your research paper</p> <p>12.3. Submission process</p> <p>12.4. Getting feedback from and responding to reviewers</p> <p>12.5. Serving as a reviewer</p> <p>12.6. Publishing in an open access journal</p> <p><b>13. Moving society towards a sustainable future</b></p> <p>13.1. Importance of a sustainable approach in professional and personal life</p> <p>13.2. How to motivate others towards a sustainable approach</p> <p>13.3. Psychological challenges of sustainability</p> <p>13.4. Overcoming consumerism</p> <p>13.5. Creating a sustainable world-view</p>		
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%
<b>ASSESSMENT CRITERIA</b>		
<p>Obligatory activities:</p> <ul style="list-style-type: none"> <li>- Attendance of lectures and practices</li> <li>- Active participation in practices</li> <li>- Practicing role-plays</li> <li>- Submission case study</li> </ul> <p>Plagiarism in any of the requirements will be evaluated as 0 points and will lead to a disciplinary hearing, for the correction in which case it will be necessary to prepare another project.</p>		
<b>PRE-REQUIREMENTS FOR STUDENTS</b>		
The course is open to administrators on any level and any department who are motivated to take part in the support of the students		
<b>LEARNING OUTCOMES</b>		
<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Gaining insight into different mindsets, such as fixed, growth and entrepreneurial mindset</li> </ul>		



<ul style="list-style-type: none"> <li>✓ <b>Gaining competency in academic writing and publication strategies</b></li> <li>✓ <b>Understanding the importance of sustainable approach and being able to motivate others towards this approach</b></li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Teamwork: Being able to understand and work alongside people with different cultural attitudes and behaviors by promoting intercultural communication.</b></li> <li>✓ <b>Leadership skills: Being able to cooperate in a team- based environment, and initiate a collaboration and work in a team.</b></li> <li>✓ <b>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.</b></li> <li>✓ <b>Advanced presentation skills: Being able to deliver a presentation of their work in front of an audience.</b></li> <li>✓ <b>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</b></li> <li>✓ <b>Advanced communication skills: Being able to communicate professionally in their specialized field.</b></li> </ul>
<b>LEARNING STRATEGIES</b>
<ul style="list-style-type: none"> <li>✓ Interactive training session blocks, group work</li> </ul>
<b>RECOMMENDED SOURCES</b>
<p><b>Compulsory literature:</b></p> <ul style="list-style-type: none"> <li>- Dweck, C. S. (2006). <i>Mindset: The New Psychology of Success</i>. New York: Random House Publishing Group</li> <li>- Hofstede G, Hofstede G. J., Minkov. M. (2010) <i>Cultures and organizations: software of the mind: intercultural cooperation and its importance for survival</i>. New York: McGraw-Hill USA</li> <li>- Zimbardo, P. and Boyd, J. (2010) <i>The Time Paradox - Using the New Psychology of Time to Your Advantage</i>. Random House UK Ltd</li> </ul>
<p><b>Suggested reading:</b></p> <ul style="list-style-type: none"> <li>- Levine, Robert V. (1998) <i>A Geography of Time. The Temporal Misadventures of a Social Psychologist, or How Every Culture Keeps Time Just a Little Bit Differently</i>. Basic Books</li> <li>- Hofstede, G. J., Pedersen P., Hofstede G. (2002) <i>Exploring Culture: Exercises, stories, and synthetic cultures</i>. Yarmouth, ME: Intercultural Press.</li> <li>- Hellsten, Meeri; Prescott, Anne (2004): <i>Learning at University: The International Student Experience</i>. <i>International Education Journal</i>, v5 n3 p344-351, 2004.</li> <li>- John B. Bigg and Catherine Tang (2011): <i>Teaching for Quality Learning at University: What the Student Does</i>. Society of Research in Higher Education and Open University Press, Berkshire, England</li> <li>- Kowalski M.A.; Orviská M.; and Mohd Roslin, R. – Editors (2020). <i>Developing Transferable Skills for Research</i>, 1st edition. Bratislava: Dolis Goen, 491 p, ISBN 978-80-973221-1-</li> <li>- Dudenhefer, P. (2009). <i>A guide to writing in Economics</i>. EcoTeach Center and Department of Economics, Duke University</li> <li>- Neugeboren, R.H.; and Jacobson, M. (2005). <i>Writing Economics</i>. Harvard University</li> <li>- Johnson, J.B.; Reynolds, H.T.; and Mycoff, J.D. (2015). <i>Political science research methods</i>. Cq Press</li> </ul>
<p><b>Selected internet sources:</b></p>
<b>GROUP OF COURSE DEVELOPERS</b>
<p><b>Course Leader:</b></p>





**MASUDEM**

MASTER STUDIES IN SUSTAINABLE DEVELOPMENT AND MANAGEMENT

**Board:**

**Date of approval the course**



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