

COURSE OUTLINE

Name of course		SOFT AND TRANSFERABLE SKILLS	
Lector		e-mail:	
Seminar Instructor		e-mail:	
Week 1	Topic 1: Introduction to transferable skill development (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Purpose of the course • What are transferable skills? <ul style="list-style-type: none"> ○ Why are they beneficial? ○ Why are they useful? • Student performance and beyond • Difference between hard and soft skills 	2	2
Week 2	Topic 2: Setting up the growth mindset (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Life-long learning • Improving skills • Fixed and growth mindset <ul style="list-style-type: none"> ○ Growth mindset in business communication • Developing a growth mindset <ul style="list-style-type: none"> ○ Practical tips and exercises 	2	2
Week 3	Topic 3: Entrepreneurial mindset (EUBA)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • What is an entrepreneurial mindset • Setting up an entrepreneurial mindset in business environment • Enhancing creativity 	2	2
Week 4	Topic 4: Psychology of a successful professional (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Time management • Stress management • Prioritization methods <ul style="list-style-type: none"> ○ Balancing academic, professional and personal life 	2	2
Week 5	Topic 5: How to learn and process information more efficiently (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • How to improve your learning strategy • How to remember more • How to read more effectively • How to select information more efficiently • Learning techniques • Dealing with information overload • How to improve long-term memory 	2	2
Week 6	Topic 6: Developing effective communication skills (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Communication skills <ul style="list-style-type: none"> ○ Different types on communication <ul style="list-style-type: none"> ▪ Verbal and non-verbal ▪ Assertive, aggressive, passive, passive-aggressive • How to effectively communicate in different settings <ul style="list-style-type: none"> ○ Effective principles of online communication ○ Working remotely in teams ○ First meeting • Business meetings 	2	2



**Co-funded by
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Week 7	Topic 7: Working effectively in teams (UII)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Working in teams • Overcoming group challenges • Teamwork and cooperation • Stages of forming of teams • Roles in the teams • Communication in teams • Enhancing cohesion in teams • Working with remote teams 	2	2
Week 8	Topic 8: Succeeding in the career market (UII)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Career planning: How to use soft and transferable skills beyond student life • Career narrative - crafting an effective CV • How to succeed in the recruitment process <ul style="list-style-type: none"> ○ Different stages of recruitment ○ How to handle interviews 	2	2
Week 9	Topic 9: The role of technology in the life of a professional (UII)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • The role of technology for professionals • Recent progress in AI • Alternative uses of using AI applications • Resources for professionals based on AI applications • How to use AI in an effective and ethical way • A future outlook into AI development 	2	2
Week 10	Topic 10: Presenting your work effectively (EUBA)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Introduction to presentation technics • Features of a good presentation • Alternative software for presentations • Business presentation <ul style="list-style-type: none"> ○ Research paper presentation 	2	2
Week 11	Topic 11: Writing a good academic paper (EUBA)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Academic writing styles • Features of a good academic paper • How to use academic language properly • Challenges in academic writing 	2	2
Week 12	Topic 12: Publication strategies (EUBA)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Structure of a well-written research paper • How to choose an outlet for your research paper • Submission process • Getting feedback from and responding to reviewers • Serving as a reviewer • Publishing in an open access journal 	2	2
Week 13	Topic 13: Moving society towards a sustainable future (ELTE)	Lecture, hours	Seminar, hours
	<ul style="list-style-type: none"> • Importance of a sustainable approach in professional and personal life • How to motivate others towards a sustainable approach • Psychological challenges of sustainability 	2	2



	<ul style="list-style-type: none"> ○ Overcoming consumerism • Creating a sustainable world-view 		
RECOMMENDED SOURCES			
<p>Compulsory literature: ++UII, EUBA</p> <ul style="list-style-type: none"> - Dweck, C. S. (2006). <i>Mindset: The New Psychology of Success</i>. New York: Random House Publishing Group. - 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 - Zimbardo, P. and Boyd, J. (2010) <i>The Time Paradox - Using the New Psychology of Time to Your Advantage</i>. Random House UK Ltd 			
<p>Suggested reading: ++UII, EUBA</p> <ul style="list-style-type: none"> - 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 - Hofstede, G. J., Pedersen P., Hofstede G. (2002) <i>Exploring Culture: Exercises, stories, and synthetic cultures</i>. Yarmouth, ME: Intercultural Press. - Hellsten, Meeri; Prescott, Anne (2004): <i>Learning at University: The International Student Experience</i>. <i>International Education Journal</i>, v5 n3 p344-351, 2004. - 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 - 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 978-80-973221-1-3 <hr/> <ul style="list-style-type: none"> - Dudenhefer, P. (2009). <i>A guide to writing in Economics</i>. EcoTeach Center and Department of Economics, Duke University - Neugeboren, R. H.; and Jacobson, M. (2005). <i>Writing Economics</i>. Harvard University - Johnson, J. B.; Reynolds, H. T.; and Mycoff, J. D. (2015). <i>Political science research methods</i>. Cq Press 			
ASSESSMENT CRITERIA			
Effective communication roleplay		Maximum 15 points	
Delivering a presentation – in sustainable development field		Maximum 30 points	
Preparation of an effective CV/Resumé		Maximum 15 points	
Final in-depth essay – on one topic covered in the course		Maximum 40 points	

