



Management Skills

Philip Pollmann-Schweckhorst

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WiSe22/23 (06.02., 07.02., 14.02., 15.02.)

Content of Course:

Mastering challenges in (self-) management

Our working world is characterized by a variety of challenges that need to be mastered: effective remote working, increasing digitalization or constantly changing work requirements. The aim of the course is to elaborate concepts and methods that help to cope with the challenges of the modern working world. In doing so, the course is designed to help participants develop important (self-) management skills. In the first part, based on theory and practical examples, the course aims to help participants increase their chances of finding and getting the right job through effective self-branding. In the further course of the seminar, the content targets the improvement of management and collaboration skills, with a focus on communication and conflict management. The last part of the course, "Work Efficiency and Concentration", deals with (time) pressure as well as digital distractions and should help developing resilience to various sources of stress. Upon completion of the course, participants should feel confident in applying the tools learned to meet the challenges ahead in a professional environment.

Objectives/content:

Self-branding:

- Brand image vs. brand identity
- Self-marketing communication channels
- Network effects
- Behavior in job interviews & getting the right job

Communication and presentation skills:

- Active listening and reflecting
- Using meta-communication
- Effective presentation skills & body language

Conflict management:

- Characteristics of conflicts
- Types of conflicts
- Conflict resolution

Work efficiency and focus:

- Intensive work
- Stress management
- Setting purposeful objectives



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Evaluation/ Assessment:

- Active participation in class and in all practical exercises
- Preparatory assignments before the course (i.e., a 30-45-minute presentation in groups that will be presented during the course)
- Final project paper: approximately two weeks after the course, students must submit a written seminar paper (approx. 8-10 pages) based on the content of the course

Contact Details:

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