

Management Skills

Zeynep Karagür (karaguer@wiso.uni-koeln.de)

Group 5

05.-08.09.2022

Content of Course:

Think positive, act positive – towards a more confident self

Stress levels are constantly increasing, and people more often think that they have less time to do what they want. At the same time, (self-) pressure and competition among them increases. This management skills course should provide ideas and tools to improve one's personality in successfully overcoming the growing pressure in studies, job and personal life due to a more and more demanding and digitalizing world. The course is divided into the two major parts: think positive and act positive. The first part thinking positive includes topics such as finding a fulfilling purpose in life, identifying own strengths and weaknesses, learning to deal with failures as well as the pitfalls of heavy social media usage. In the second part of the course, students will have the chance to improve their communication and presentation skills and learn about the concept of deep work. The course combines theoretical concepts, practical exercises and real-world examples. Vivid discussions about, e.g., the role of social media in today's world and the drivers of happiness in life are an integral part of the course. Moreover, students will receive the opportunity to practice the theory in presentations and role plays in groups. After having completed the course, students should be able to convincingly articulate their ideas, identify and set short- and long-term goals and confidently work towards fulfilling them and hence set the basis for their careers as leaders.

Objectives/content:

Self-reflecting skills:

- Understanding the impact of social media on people's psyche
- Exploring personal strengths and weaknesses
- Setting goals in life and working towards their fulfilment

Rhetorical (presentation) skills:

- Verbal (language) and non-verbal (body language) aspects of communicating
- Pitching ideas
- Giving catching presentations

Work effectiveness/efficiency skills:

- Forming good habits
- Getting work done in an effective way
- Coping with distraction
- Finding a jobs

Evaluation/ Assessment:

- Active participation in class and in all practical exercises
- Preparation of a 1-minute presentation before the course
- Preparation of a 10-15-minutes presentation in groups during the course
- Final project paper: Approx. four weeks after the course, students have to hand in a written seminar paper (approx. 8 -10 pages) based on the content of the course

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