

## Soft Skills for Young Professionals

### Content:

Nowadays soft skills are an indispensable and necessary requirement for getting a job as well as for job promotion later in the career. Furthermore, in most cases soft skills are even more important for a successful career than hard skills or IQ. Studies show that soft skills account for up to 80% when comparing successful leaders to less successful ones. This course aims to prepare students for future job challenges by introducing and providing basic training possibilities in some key soft skills that are relevant at all career levels: Emotional intelligence, communication skills & conflict management, negotiation skills & leadership skills.

Emotional intelligence, which comprises the effective (emotional) management of oneself and others, builds the basis for the development of further personal and social skills (= soft skills). Good listening & communication skills complement this fundamental skill set, as they help to address own ideas effectively, motivate others and work together in a team. Conflict management skills help to prevent and deescalate emerging conflicts, a prerequisite for collaboration and cooperation with colleagues, clients, subordinates and superiors. These skills also help us to achieve good outcomes in negotiations and become good leaders. Leadership skills thus form the summit of the so far introduced soft skills during the seminar and we will discuss how these skills can be implemented in effective leadership behavior, supporting the development and motivation of subordinates.

This course is taught in an interactive way. Students are continuously invited to participate actively, i.e. in discussions, group works, role-plays, etc. On top students are asked to take over a part of the course in form of an interactive group presentation (see course assessment). Detailed information on this course requirement will be provided in a separate information sheet. Attendance is mandatory in all sessions.

### Learning objectives:

- Students develop awareness of their own strengths, potential for improvement and blind spots in different work settings.
- Students learn how to communicate effectively in new demanding and potentially conflictive situations at the workplace.
- Students learn how to give and receive feedback.
- Students learn how to improve outcomes in negotiations.
- Students reflect on the qualities of positive and responsible leadership in a diverse world and formulate own development goals.

### Assessment:

- Interactive group presentation (groups of 4-5 students, duration 60-75min, has to be prepared in advance of the seminar; information on groups, topics and literature will be available 4-6 weeks before the start of the seminar): 50% of final grade
- Seminar paper (8-10 pages, individual work, due 4 weeks after the seminar): 50% of final grade

Contact: kerstin.meyenschein@me.com