

**PROF. (APL.) DR. EVA-MARIA SIEGEL, UNIVERSITÄT ZU KÖLN**

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## **Management Skills – summer term 2020 4 days workshop**

If you want to be a great manager, you need to have great management skills. From improving performance to working in an international team, tips and resources will help you become successful. Within the extensive set of skills – from planning and delegation to communication and motivation – this course will focus on the following topics:

### **Contents:**

Day 1: Rhetoric & presentation (with individual feedback)

Difficult participants

Day 2: Communication in day-to-day work, models and techniques, discussions

Day 3: Working in teams, international teamwork, conflict management

Day 4: Moderated discussion groups, case studies, international leadership

### **Objectives:**

The course is designed to...

- improve personal presentation skills
- increase self knowledge about communication style
- evaluate your team members
- develop an individual version of interconnected people
- handling international settings confidently

### **Assessment:**

- Lectures will be interactive requiring participants to take an active part during the four days.
- Methods of training are different and with a high level of interactivity, especially in day 3 and 4.
- Exercises in teams, role plays, feedback, moderation, facilitation and out door plays are the preferred way for teaching.
- Course starts with short presentations of a elected subject in the first second days.
- Individual feedback and suggestion for improvement are the offer over the whole period.

### **Evaluation:**

- Absolute precondition: Complete Preliminary Task
- Presentation: 50 % (3-5 minutes, 7 slides)
- Paper Work (following the course): 50% (Personal Learning Portfolio as individual work & Case Descriptions, 10-12 pages), deadline: two weeks after the end of the course
- Submission date after two weeks is not possible

Language: English

After all: Possibility to consultation including feedback about the overall course performance.

For any other question, do not hesitate to contact me under the following address:

[eva-maria.siegel@uni-koeln.de](mailto:eva-maria.siegel@uni-koeln.de)

### General Information:

Management Skills is not a 'normal' seminar as you may know it from your regular studies. Instead, it is rather a workshop or a training which is held (mostly) by external trainers with long-time experience in coaching. Due to its interactive focus you will be forced to engage in discourse and to deal with your personal strengths and weaknesses. In contrast to other seminars concentrating primarily on your study topic, our trainers will focus explicitly on your performance inside and in front of a group and give you individual feedback referring to your personal accomplishments. Thus, your presentation skills and your ability to manage a group work will improve significantly if you are willing to participate actively in the workshop.

#### 1. Different courses:

Please be aware that the diverse groups are representing different courses with different lecturers. Therefore, **every group may vary in their content and type of examination.**

All further information regarding the application process will be sent by e-mail via the Smail-account. **Please check your Smail account regularly.**

#### 2. Registration and Admission:

The registration to the course is made via KLIPS 2 at the 2nd enrolment period (from March 03 till March 23, 2020) and students from advanced semesters are prioritized. At the end of the 2nd enrolment period (April 1), you will see in KLIPS 2 if you were admitted to the course. Please note that KLIPS 2 prioritises students enrolled in higher semesters.

Please do not forget to prioritise your favourite dates after the course assignment. <http://klips2-support.uni-koeln.de/12147.html?&L=1>

#### **Admission:**

1. All students with an **admission at KLIPS 2 will receive further information by E-Mail** via their Smail-account on April 6.
2. A **change of groups** with other students is **not possible**. Therefore please prioritise your favourite groups!
3. All students have to register for the exam via KLIPS as well and before April 6.

#### 3. Deregistration:

In case you have already registered for the exam but, however, do not want to take part in the course, you have to inform the WiSo-Career-Service till **April 26**. Otherwise, you will receive a failed attempt.

#### 4. Further information:

1. On May 11, you will receive a **preparation exercise via ILIAS or by Mail** that has to be prepared (if not communicated differently by the lecturer) until the beginning of the course. This exercise is part of your exam and will count for your final grade.
2. This exercise distinguishes in type and range according to the lecturer! The diverse groups are representing different courses with different lecturers. Please take a look at the description of our courses!
3. Further information regarding the preparation of the task will be given on **May 11** or by your lecturer.

#### 5. Other Examination:

All further examination (term paper; portfolio...) will vary in type and range depending on lecturer.

#### 6. Attendance:

At the WiSo-Faculty there is no obligation to attend lectures. Nevertheless, we advise to attend this seminar regularly and actively as this course is different from other seminars in your studies. Only by participating actively you can acquire management skills and consequently derive the highest benefit for your personal development. As interaction represents the focus of this course, your attendance and commitment is required. Additionally, the oral presentation during the course counts 50% of your final grade.

In case you cannot participate because of urgent reasons please inform us immediately. If you do not appear at the presentation due to illness reasons you need to submit a medical certificate as the presentation is part of your exam. You can find further information related to attendance in your examination regulations.

#### 7. Organisational issues:

If you have got any questions related to the **course organisation (admission, free places)**, please write an E-Mail to [managementskills@wiso.uni-koeln.de](mailto:managementskills@wiso.uni-koeln.de)

For any questions regarding the content (e.g. preparation task ...) please contact your lecturer.

#### 8. CEMS/MIM Students + CEMS/MIM Management Skills:

Please note: **CEMS/MIM Students and Incomings** enrol for the course at 2nd enrolment period as well.

#### 9. FAQ

##### **Change of groups**

A change of groups with or without other students is not possible – even if there are free places in other groups. Please prioritise the groups at the 2nd enrolment period.

How to prioritise courses: <http://klips2-support.uni-koeln.de/12147.html?&L=1>

##### **Grading**

For students of M.Sc. Business Administration the seminar is graded as “passed” or “failed”. For students of M.Sc. International Management and incoming students the seminar is graded from 1.0 to 5.0.

##### **Free places after admission via KLIPS 2**

In case you did not receive a place at 2nd enrolment period please contact us via Mail. Generally there are some free places that will be distributed after the personal registration. We will write you on our waiting list and inform you if you get a place. Students enrolled in higher semesters will be prioritised.