Management Skills

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Content of Course:

Mastering challenges in (self-) management

Our business world is characterized by a variety of challenges that need to be mastered: increasing digitalization, effective (remote) collaboration, incorporating ethics in the workplace or constantly changing work requirements. The course aims 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 personal branding. Over the course of the seminar, the content targets improving management and collaboration skills with a focus on communication. Further, participants will be introduced to agile strategy implementation approaches (i.e., Objectives and Key Results) and change management tools that help to build moral competence in companies. The last part of the course, "Techniques for Handling Conflict and Managing Stress", deals with interpersonal conflicts, (time) pressure as well as digital distractions and should help develop 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:

Personal Branding:

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

Communication and Presentation Skills:

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

Giving Voice to Values: Change and Conflict Management Approaches

- Incorporating ethics in the workplace
- Building a moral competence in companies
- Conflict management

Techniques for Handling Conflict and Managing Stress

- Characteristics of conflicts
- Conflict resolution
- Stress and time management
- Setting purposeful objectives

Evaluation/ Assessment:

- Active participation in class and in all practical exercises
- Preparatory assignments before the course (i.e., approx. 45-minute presentation in groups that will be presented during the course)
- Final project paper: approximately four 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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