

## Management Skills

Prof. (Apl.) Dr. Eva-Maria Siegel ([Eva-Maria.Siegel@uni-koeln.de](mailto:Eva-Maria.Siegel@uni-koeln.de))

Group 2 & 5

### Management Skills – summer term 2021 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 outdoor plays are the preferred way for teaching.
- Course starts with short presentations of an 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)
- Paperwork (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)