

Tárgytematika / Course Description **Soft skills and leadership essentials**

KGNB_VKTA006

Tárgyfelelős neve /

Teacher's name: dr. Konczosné dr. Szombathelyi Márta

Félév / Semester: 2023/24/2

Beszámolási forma /

Assesment: Vizsga

Tárgy heti óraszám /

Teaching hours(week): 2/2/0

Tárgy féléves óraszám /

Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

The role of the subject in the programme's objective:

The primary purpose of the course is on the one hand to develop the skills of the participants, especially focusing on the working environment. On the other hand, studying the latest leadership theories, related to the managerial effectiveness and efficiency. Skills are developed in personal, interpersonal and group contexts. Individual and group works, self-knowledge tests, case studies and analysis help the students' personal development.

The subject includes both theory and knowledge. The subject serves to establish two themes - soft skills and leadership. Soft skills are related to human relationships and conceptualization, so they are closely related to leadership abilities. As part of their education, students will acquire knowledge of the skills needed at the organizational, group and individual levels to understand these topics' importance.

Professional background and justification of the subject:

The need for skills ("hard and soft" skills) and leadership science - from classical to modern theories - are evidenced by all ages. The skills become to the focus of interest in leadership and management from the 1980s and 1990s. Globalization and mobility have increased the role of the human factor in competitiveness.

TANTÁRGY TARTALMA / DESCRIPTION

Weekly course material

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Management skills builder: Being a creature of habit

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*The presentation skills are regularly practiced during the semester in the frame of seminars.

During the semester the students will work on projects in teams; they will prepare a presentation with various technics, such as poster-exhibition, PP, video, handout, and so on. Inviting the faculty leaders

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Students activity expected

Work during the lessons (individual diagnostic surveys, work in team, presentations on lectures' topics, discuss the cases): **30 scores**

Project work in teams during the semester. Presentation of the results (PP, video, poster, exhibition, and so on) (Excellence in management) **30 scores**

Individual plan for the future (Dream montage) **10 scores**

Interview with managers – based on the given 6 questions – summarize the answers in groups **10**

Test based on the lectures' materials **20 scores**

Plus scores are available with special tasks, such as conference participations, attending to special lectures, trainings)

Participation in lessons is obligatory (in special cases 3 missing are verifiable)

Marks

91 - 100 score excellent

81 - 90 score good

66 - 80 score satisfactory

51 - 65 score pass

0 - 50 score fail

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Textbook

Robbins, Stephen P. – DeCenzo, David A. – Coulter, Mary (2015): Fundamentals of Management (Essentials Concepts and Applications). 9th edition; PEARSON. Global Edition

<https://www.vitalsource.com/en-uk/referral?term=9781292146959>

Selected bibliography

Cappelli, Peter (2008): Talent on demand: Managing talent in an age of uncertainty. Harvard Business Press: Boston

Osterwalder, Alexander and Yves Pigneur (2010): Business model generation: A handbook for visionaries, game changers and challengers. John Wiley and Sons: Hoboken

Whetten, David A. – Cameron Kim S. (2016): Developing Management Skills, Global Edition, 9/E, Pearson

Marketing & Management, Harvard Business Review and other journals

AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL