

Tárgytematika / Course Description

Business Competence Training

KGNM_MMTA083

Tárgyfelelős neve /
Teacher's name: dr. Kurucz Attila

Félév / Semester: 2019/20/2

Beszámolási forma /
Assesment: Folyamatos számonkérés

Tárgy heti óraszám /
Teaching hours(week): 0/4/0

Tárgy féléves óraszám /
Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

Course Objective:

Business Competence Training offers a twofold objective to the students. The first objective is for the students to learn how to prepare, plan, execute and evaluate a professional business training seminar. The students will have the opportunity to gain experience in organizing, conduct and evaluating a seminar of their own design. The second objective is for the students to participate in various seminars on managerial competencies to improve themselves as future workforce participants.

TANTÁRGY TARTALMA / DESCRIPTION

Course Outline:

Week	
1	Introduction to the course (overview of the objectives, structure of the lessons, course requirements and evaluation). An overview of business training seminars: how to prepare, plan, execute and evaluate.
2	
3	Self-assessment in terms of skills and competencies. Students will draw up skill/competency map and there will be feedback and discussion. Overview of the types of managerial competency seminars.
4	Coaching as a part of the workforce. How does coaching work, the structure and styles of coaching and what benefits coaching offers participants.
5	
6	Time Management, organization and delegation
7	Stress management
8	Team work
9	Conflict management

10	Presentation skills
11	Effective Meetings
12	Negotiations/sales
13	Evaluation of the training seminars by both the trainer and participants. Feedback on the seminars in terms of potential areas of improvement as well as future possibilities.
14	Furthermore students will then reassess their self-assessment in terms of where they have improved and areas that still need improvement. Students will be given their evaluations

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Course Evaluation

Class Participation	25%
Written outline of training seminar project	15%
Training Seminar Project	60%
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	100%

Mark Breakdown

Mark	Percentage
5	100-88
4	87-76
3	75-63
2	62-51
1	50-0

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Compulsory Reading:

Lorette, Krisite, 2014, *The complete Guide to Running Successful Workshops & Seminars Everything you Need to Know to Plan, Promote and Present a Conference Explained Simply*: Atlantic Publishing Group.

Recommended Reading:

Kroehnert, Gary, 2003, *103 Additional Training Games*: McGraw-Hill.

Carnegie, Dale, 1981, *How to Win Friends and Influence People*, Revised Edition, New York: Pocket Books.