

Course name:
Soft Skills Training

ECTS	5
Course status	<i>Basic obligatory</i>
Course final assessment /evaluation of outcomes	<i>graded credit</i>
Prerequisite	<i>none</i>

Main field of study:

Land Management, Environmental Sciences, Environmental Engineering, Agriculture, Economics, Agricultural Engineering, Agronomy, Forestry and Natural Environment, Horticulture, Landscape Architecture, Forestry, Food Sciences, Biotechnology, Food and Biosystems Engineering, All other students with an interest in the subject of the course

Educational profile	General academic
Code of studies and education level	<i>Bachelor or Master</i>
Semester of studies	winter
Language of instruction	English

Course offered by:

Name of faculty offering the course	Faculty of Environmental Engineering and Land Surveying
Name of department offering the course	Department of Land Management and Landscape Architecture
Course coordinator	Julia Gorzelany (PhD)

Learning outcomes:

Symbol of outcome	Description of the learning outcome	Reference to main field of study outcomes	Area symbol*
KNOWLEDGE – student knows and understands			
ZKR_W1	knows and understands deeply the importance of issues related to personal development (including soft skills) in professional life		
SKILLS – student is able to			
ZKR_U1	is able to use knowledge related to personal development (including soft skills) to solve professional and communication problems (in every workplace). Skillfully develops soft skills and uses them in professional life. Can critically analyze information, draw conclusions, interpret and present it. Is able to independently plan and implement their own lifelong learning and support others in this process		
SOCIAL COMPETENCIES – student is ready to:			
ZKR_K1	is ready to think and act in an entrepreneurial way, inspire and organize activities for the benefit of the social environment, responsible fulfillment of social obligations and proper		

	performance of professional roles and making independent decisions		

Teaching contents

Lectures	0 hours
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Topics	
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Accomplished learning outcomes	
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Means of verification, rules and criteria of assessment	
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Classes:	60 hours
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Topics	<ol style="list-style-type: none"> 1. Introduction to classes, conclude a group contract (5h) 2. Coaching in practice (5h) 3. Talents and strengths in practice (5h) 4. Kaizen method in achieving the goal (5h) 5. Neurolinguistic programming (NLP) in communication (5h) 6. Emotional intelligence (5h) 7. Building a personal brand (resource analysis) (5h) 8. Dealing with stress (5h) 9. Motivation (motivational DNA) (5h) 10. Negotiations (5h) 11. Preparation for looking for a job (5h) 12. Planning your own career in the context of your own career goal (career group coaching) (5h) <p>The course can be completed only in 5 h modules (i.e. 12 meetings, 5 h each)</p>
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Accomplished learning outcomes	ZKR_W1, ZKR_U1, ZKR_K1
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Means of verification, rules and criteria of assessment	<i>Credit based on tasks carried out during classes. Participation in the final evaluation of the 100% module.</i>
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References:

Basic	<i>Kot M. Manager's competences, Helion, Gliwice 2018</i>
Supplementary	<i>Mukoid E. A book for you, Rebis, 2016</i>

Structure of learning outcomes

Discipline - civil engineering and transport	**
Discipline - socio-economic geography and spatial management	**

Structure of student activity

Contact hours	70	hrs.	2,8	ECTS**
Including:				
lectures	...	hrs.		
classes and seminars	60	hrs.		
consultations	10	hrs.		
participation in research	...	hrs.		
obligatory traineeships	...	hrs.		
participation in examination	...	hrs.		
e-learning	...	hrs.	...	ECTS**
student own work	55	hrs.	2,2	ECTS**

*Areas of academic study in the fields of: H- humanities; S - social studies; P – biological sciences; T – technological sciences; M- medical, sport and health sciences; R – Agricultural, forestry and veterinary sciences; A – the arts

** stated with an accuracy to 0.1 ECTS, where 1 ECTS = 25 - 30 hours of classes