PERSONAL SKILLS DEVELOPMENT

- **Course code**
  8135
- **Type of course (compulsory, optional)**
  Compulsory in "Strategy & Human Resource Management" stream and optional in other streams
- **Level of course** (e.g. first, second or third cycle; sub-level if applicable)
  N/A
- **Year of study**
  2013-2014
- **Semester**
  7th semester
- **Number of credits allocated**
  6 ECTS Credits
- **Name of lecturer**
  Ioannis Nikolaou, Assistant Professor
- **Learning outcomes**
  The successful manager nowadays is not the one who possesses the technical or managerial knowledge but the one who has developed appropriately the necessary personal skills to use this knowledge effectively. The current course attempts to "assist" students in developing these competencies, through a program of self-assessment and evaluation with a strong emphasis on interaction with colleagues.
  The objectives of the course are the following:
  - *Students' self-assessment of their personal skills*
  - *Applications of personal skills at work*
  - *Using personal skills in job search activities and career management*

  Mode of delivery (face-to-face, distance learning)
  Face-to face teaching, case study discussion, group activities and completion of psychometric tests.
- **Prerequisites and co-requisites**
  N.A.
- **Recommended optional programme components**

- **Course contents**
  - *Introduction*
  - *Self-assessment*
  - *Learning and learning styles*
  - *Stress and stress management*
  - *Group dynamics*
  - *Conflict and negotiation*
  - *Influence*
  - *Leadership and Emotional Intelligence development*
  - *Job search and career management*

- **Recommended or required reading**

  📖 Iordanoglou, D. (208). Human Resources Management in contemporary organizations. Athens: Kritiki

  📖 Presentations and academic articles available on-line

- **Planned learning activities and teaching methods**

  Teaching includes lectures and tutorial lessons on case studies

- **Assessment methods assessment methods and criteria**

  Final written exam (50%) & Personal skills development assignment (50%)

  Students must achieve >= 5 grade in written exam

  Class participation is also evaluated.

- **Language of instruction**

  Greek

- **Work placement(s)**

  N.A.