

CONTENT

1. Skills for Success.....2

COURSE INFORMATION LETTER

University: P. J. Šafárik University in Košice	
Faculty:	
Course ID: KAaA/ SFS/18	Course name: Skills for Success
Course type, scope and the method: Course type: Practice Recommended course-load (hours): Per week: 2 Per study period: 28 Course method: present	
Number of ECTS credits: 3	
Recommended semester/trimester of the course:	
Course level: II., N	
Prerequisites:	
Conditions for course completion: A student chooses one course only to receive a certificate for its successful completion. The courses are identical in both semesters. Conditions for completing the course: a) regular attendance of sessions and active participation (max. permitted absence: 1x180 min) - 40 % b) group presentation of the topic chosen from the course syllabus during the last session and feedback to team members - 60 %	
Learning outcomes: The course focuses on soft and some hard skills necessary to become successful on the labour market within the shared corporate services centres and its objective is to provide students with a set of effective communication tools. The companies associated within the Business Service Center Forum (BSCF) of the American Chamber of Commerce in Slovakia employ more than 31,000 full-time employees and have identified soft communication skills on one hand as the most important skills but on the other hand as at least developed competences of graduates entering the labour market. The aim of the course is to contribute to enhancement of soft and some hard skills which are necessary for working not only in the shared services centres, but also widely applicable on the labour market. After completing the course, students will be able to communicate more assertively, solve conflicts arising on the workplace, receive and give feedback effectively, but they will also know the basis of working in accounting systems or in programming languages (depending on the actual need of the labour market).	
Brief outline of the course: Modules: Presentation skills Feedback Multi-culture in cross-location teams Verbal & Non - Verbal Communication MS Excel Time Management Final presentations	

Recommended literature:

Recommended literature will be based on corporate training materials used in internal educational activities of individual companies associated within the Business Service Center Forum (BSCF) of the American Chamber of Commerce.

Course language:

English

Notes:

The course is taught by representatives of companies associated within the Business Service Center Forum (BSCF) of the American Chamber of Commerce - by trainers of soft and hard skills necessary to become successful on the labour market (not only) in the area of shared services. The language of instruction is Slovak or English.

Course assessment

Total number of assessed students: 207

A	B	C	D	E	FX
57.0	40.1	2.42	0.0	0.0	0.48

Provides: Dr.h.c. prof. Mgr. Slávka Tomaščíková, PhD.

Date of last modification: 10.10.2024

Approved: