

“Soft Skills” Cross-listed Course
Autumn Semester 2019-2020 /3 credits
Bachelor in Economics/Management
GSEM - University of Geneva
Maximum 20 Students

Coordinator : Lammert Vrieling
Lammert.Vrieling@unige.ch

Course Overview

This course introduces students - at the end of the Bachelor’s programme - to some essential “soft skills” in order to execute and accelerate the important “hard skills” obtained in the economics or management programme. The focus will be on evidence-based skills in the following 6 skill modules: “Rethinking Leadership”, “Effective Public Communication”, “Effective Team Work”, “Personal Effectiveness”, “Etablir son bilan et déterminer un projet professionnel”, and “2 minutes pour se présenter » et workshop « Réseauter : pourquoi et comment ?”. These highly applied soft skills workshops will be lead by professional trainers (Module 1 to 4 are taught in English; 5 to 6 in French).

This is a pilot course, limited to 20 Bachelor students in Economics and Management. Priority will be given to motivated students at the end of the second part (3rd year). The selection of students and the presentation of themes and schedules will be made during a presentation session on Monday, September 23rd, 2019 at 18:15 in room M 1160.

Module 1. Re-thinking Leadership: a breakthrough approach

Instructor: Lammert Vrieling

Description: A workshop focused on understanding your leadership point-of-view, self-leadership, and on intentionally delivering high-level results in the workplace.

Today’s business context demands you work together to discover, understand and apply fully-fledged leadership development. It contains assessments, important personal effectiveness and communication elements and it helps to develop the type of people/leaders you would want (in your organisation).

Discover how understanding and engaging with one’s development (as a leader) creates a strong platform to lead and manage from;

Experience a hands-on approach to personality, talent and strength development;

Execute your own leadership development strategy starting today.

When: Monday 4/11, 9h15-12h and 14h15-17h Room M 5220

Evaluation: Active participation and your personal development “working” paper.

Contact: See Moodle course page, and: Lammert.Vrieling@unige.ch

Module 2. Effective Public Communication

Instructor: Lammert Vrieling

Description: A workshop focused on crafting and enhancing your public communication skills in order to become an effective public communicator.

Discover skills and strategies to overcome your key barriers to public communication;

Experience what it feels like to move from “I have to say something” to “I have something to say”;

Practice your new public speaking with peers in a safe context...

Get over the fear of public speaking.

When: Wednesday 6/11, 9h15-12h and 14h15-17h Room M 5220

Evaluation: Active participation and your personal development “working” paper.

Contact: See Moodle course page, and: Lammert.Vrieling@unige.ch

Module 3. Effective Team Work

Instructor: Lammert Vrieling

Description: A workshop for teams to take on responsibility and quickly solve problems and challenges, and to become accountable for results whilst embracing a performance culture. Central to this team workshop is a team simulation game.

Understand and experience different team roles and your personal role preferences;

Use goal setting in key performance areas and feedback skills;

Experience team performance to deliver results, high productivity and quality under pressure;

Experience advanced problem solving techniques.

When: Thursday 7/11, 9h15-12h et 14h15-17h Room M 5220

Evaluation: Active participation and your personal development “working” paper.

Contact: See Moodle course page, and: Lammert.Vrieling@unige.ch

Module 4. Personal Effectiveness

Instructor: Lammert Vrieling

Description: A workshop focused on self-management, and on intentionally delivering high-level results in the workplace.

Ability to understand and apply the principles of managing yourself in order to deliver high level results; General effectiveness with accountability, efficient and effective resource management, strict deadlines and great work ethic:

Adopt a ‘can do’ approach;

‘Timeless’ time management practices;

Project Management techniques with hands-on practice;

Plan - Reality responsiveness and how to stay calm under pressure;
Anticipate bottlenecks and know if, when and how to delegate; and
Confidence through applying high standard business practices.

When: Friday 8/11, 9h15-12h and 14h15-17h Room M S030

Evaluation: Active participation and your personal development “working” paper.

Contact: See Moodle course page, and: Lammert.Vrieling@unige.ch

Thème 5. « Etablir son bilan et déterminer un projet professionnel »

Responsable du Thème : Centre de carrière de l'UNIGE

Objectifs : Par une activité de bilan, vous identifierez vos qualités, compétences et connaissances, ainsi que vos atouts et limites. Vous sonderez également par le biais de tests, vos intérêts, valeurs et votre personnalité au travail. Ces éléments vous permettront d'identifier votre future cible professionnelle et d'éclairer vos choix d'orientation. Au programme, en trois sessions : exercices pratiques, tests, recherche et analyse d'annonces d'emploi, puis présentation individuelle de votre projet professionnel.

Horaires prévus :

- Mardi 05/11, 9h15-13h00 salles M 5220 et M 5250
- Mardi 12/11, 17h15-20h30 salles M 5250 et 5342
- Mardi 26/11, 17h15-20h30 – salles 5250, 5342 et 3393

Evaluation : participation active aux trois sessions et présentation individuelle de votre projet professionnel le 26/11.

Contact : Plateforme du Centre de carrière (inscriptions et annonces aux étudiant-e-s – les liens vous seront envoyés à partir du 15/10), contact en cas de questions relatives à ce thème : dimitri.ruiz@unige.ch

Thème 6. Workshop « 2 minutes pour se présenter » et workshop « Réseauter : pourquoi et comment ? »

Responsable du Thème : Centre de carrière de l'UNIGE

Objectifs : Aborder des professionnels dans une démarche de réseautage ou de prise d'information est un exercice incontournable dans toute recherche d'emploi. Apprenez à vous présenter de manière succincte pour susciter l'intérêt de votre interlocuteur en quelques secondes et construire les bases d'une discussion qui marquera son esprit (« 2 minutes pour se présenter »).

Dans le cadre de l'atelier « Réseauter : pourquoi et comment ? », vous définirez ce qu'une démarche de réseautage peut vous apporter et comment vous y prendre. Vous vous exercerez à l'entretien d'information, moment clef de la démarche.

Horaires prévus :

- Mardi 05/11, 14h15-16h00 salles M 5220 et M 5250
- Mardi 19/11, 17h15-20h30 salles M 5250 et M 5342

Evaluation : Présentation de 2 minutes et exercice de réseautage

Contact : Plateforme du Centre de carrière (inscriptions et annonces aux étudiant-e-s – les liens vous seront envoyés à partir du 15/10), contact en cas de questions relatives à ce thème : julia.pion@unige.ch

Calendar

Presentation and participant selection session – Monday 23/09 at 18h15 Room M 1160:
Presentation of the course and selection of 20 students (Priority will be given to motivated students at the end of the second part (3rd year)).

Overview:

Monday	4/11	9h15-12h, 14h15 -17h	Module 1
Tuesday	5/11	9h15-13h 14h15 -16h,	Thème 5 (Workshop I) Thème 6 (présentation 2 mins)
Wednesday	6/11	9h15-12h, 14h15 -17h	Module 2
Thursday	7/11	9h15-12h, 14h15 -17h	Module 3
Friday	8/11	10h15-12h, 14h15 -17h	Module 4
Tuesday	12/11	17h15-20h30	Thème 5 (Workshop II)
Tuesday	19/11	17h15-20h30	Thème 6 (réseautage)
Tuesday	26/11	17h15-20h30	Thème 5 Présentations et Évaluation

Evaluation

Each Module is either “passed” (Acquis) or “Not Passed”. **The 3 credits for this course are acquired only if the student has obtained “passed” for each Module!** Each Module Instructor defines the course evaluation form and the requirements for “passed”. This information will be specified by each manager at the beginning of the Module.

The unjustified absence of all or part of a Module **causes an automatic failure to the whole module**, and therefore the course.

The catch-up modalities, through the improvement of the failed module, will be defined by each instructor on the basis of the reason for the failure. They cannot be communicated in advance.