**Syllabus**

**Course title**
Communication Skills and Leadership

**Course code**
27018

**Scientific sector**
SPS/08

**Degree**
L18 – Economics and Management

**Semester and academic year**
1st semester, 2018/2019

**Year**
2nd year

**Credits**
4

**Modular**
No

**Total lecturing hours**
40

**Total lab hours**
-

**Total exercise hours**
60

**Attendance**
suggested, but not required

**Prerequisites**
none

**Course page**

**Specific educational objectives**
The course refers to the complementary educational activities. The course will provide the students with a general overview of scientific contents regarding basic communication and leadership skills.

**Specific educational objectives**

(Presentation skills section)
Students will increase their communication skills with respect to:

1. Structuring presentations and statement
2. Visualisation
3. Body language
4. Voice

(Leadership skills section)

1. Students will increase their written communication skills;
2. Students will learn multiple theoretical perspectives and approaches on leadership;
3. Students will be able to recognize the psychological, organizational, and social factors that impact the leadership process in a critical manner;
4. Students will master the concepts and technical vocabulary of leadership; they will be able to use that technical language in the appropriate contexts;
5. Students will understand the critical factors involved in leadership development and will be able to develop and improve their own leadership style.

**Lecturer**
Mario Klarer
SER E310
### Scientific sector of the lecturer
SPS/08

### Teaching language
English

### Office hours
- Klarer
  - See timetable
- Girardelli
  - See timetable

### Lecturing assistant
- Robert Spindler

### Teaching assistant
- To be defined

### List of topics covered
- **[Presentation skills section]** Structures, introduction, main part, conclusion; rhetorical elements of different parts of presentations; short statements; visualization, slide design, handling of PowerPoint, tips and tricks for PowerPoint use, solutions to boring list slides; body language, positioning, movement, gestures, eye contact; voice.

- **[Leadership skills section]** Leadership and communication fundamentals; leader/follower communication styles; traits/situational/functional/situational leadership; transformational vs. charismatic leadership; power and influence in leadership; empowerment; credibility and compliance gaining strategies; leadership in groups and teams; symbolic leadership and organizational culture; leadership in the public sphere.

### Teaching format
Frontal lectures, individual presentations, in-class exercises, group discussions, short case studies.

### Learning outcomes
**Knowledge and understanding:**
- have demonstrated knowledge and understanding in a field of study that builds upon their general secondary education, and is typically at a level that, whilst supported by advanced textbooks, includes some aspects that will be informed by knowledge of the forefront of their field of study.

**Applying knowledge and understanding:**
- can apply their knowledge and understanding in a manner that indicates a professional approach to their work or vocation, and have competences typically demonstrated through devising and sustaining arguments and solving problems within their field of study.

**Communication skills:**
- can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences

**Learning skills:**
- have developed those learning skills that are necessary for them to continue to undertake further study with a high degree of autonomy.
<table>
<thead>
<tr>
<th>Assessment</th>
<th>Attending and non-attending students: The assessment of the course consists of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) [Presentation skills section - 30 points total] 10 to 15-minute presentation in PowerPoint + holding the presentation in class (oral presentation on a relevant topic chosen by the student);</td>
</tr>
<tr>
<td></td>
<td>2) [Leadership skills section – 20 points total] Leadership reaction paper (written essay to test knowledge application skills);</td>
</tr>
<tr>
<td></td>
<td>3) Final exam: 50 points (written exam with review questions).</td>
</tr>
<tr>
<td>Assessment language</td>
<td>English</td>
</tr>
<tr>
<td>Evaluation criteria and criteria for awarding marks</td>
<td>Attending and non-attending students: Sum of marks from partial assessments. 100 points total to be converted into a 30-point scale.</td>
</tr>
<tr>
<td></td>
<td>• relevant for assessment 1): mastery of language, ability to summarize the chosen topic and present it in front of the class in a clear and concise manner;</td>
</tr>
<tr>
<td></td>
<td>• relevant for assessment 2): mastery of language, critical thinking skills, ability to apply knowledge and identify new areas of application, ability to summarize in own words;</td>
</tr>
<tr>
<td></td>
<td>• relevant for assessment 3): mastery of language, ability to use technical language, ability to summarize in own words.</td>
</tr>
<tr>
<td>Supplementary readings</td>
<td>===</td>
</tr>
</tbody>
</table>