

## Contact

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Speaking hours: Wednesday, 11:30 – 12:30

## Contents and Aims

In this course we will analyze and train effective communication and argumentation skills, confident presentation of facts, aspects of good team work and structured project planning. We will also take into account the increase of virtual and intercultural co-operations in working life.

### Session dates (14:15 – 17:45)

27.10.05 Introduction

17.11.05 Presentation (e.g. oral presentations, body language, feedback rules)

01.12.05 Communication (e.g. forms, theories, communication barriers, gender aspects)

15.12.05 Group dynamics (e.g. team work, moderation, conflict solving)

12.01.05 Project management (e.g. definition, methods)

26.01.06 Virtual teams (e.g. definition, types, problems)

09.02.06 Intercultural aspects of communication

16.02.06 Scientific essay, final discussion

## Course requirements

Continuous and active participation is expected during the whole course. You will not get a course certificate, if missing more than one course meeting. Please inform me in advance, if you are going to be absent in a session.

### Requirements for a graded course certificate are:

1. Active participation in discussions and exercises
2. Preparation of one meeting together with your group members:
  - a) create a concept of the session
  - b) do a short oral presentation on a topic (10 – 15 min.)
  - c) think of a group exercise or practical experience.1 week before the session I want you to discuss your concept with me.
3. Written report on your topic in English (15 pages, as a group 20 pages)
4. Grade: 40 % presentation, 40 % homework, 10 % participation