



5.00 credits

15.0 h + 15.0 h

Q2

Teacher(s)	Glinne-Demaret Harmony ;
Language :	French
Place of the course	Mons
Main themes	<p>Management skills seminar is a training seminar in practical skills, essential to develop a professional career in management. Topics include :</p> <ul style="list-style-type: none"> <li>- Business Communication</li> <li>- Personal Development</li> <li>- Group work abilities</li> <li>- Negotiation techniques</li> <li>- Leadership</li> <li>- Presentation skills</li> <li>- CV building and Job Application preparation</li> </ul>
Learning outcomes	<p><b>At the end of this learning unit, the student is able to :</b></p> <p>At the end of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>- Analyse audiences and define objectives to create targeted business messages;</li> <li>- Write coherent and convincing business documents, like a CV, and produce short business webcasts;</li> <li>- Consider and evaluate the application of interpersonal skills to the achievement of management tasks;</li> <li>- Understand and develop the ability to successfully complete set tasks through the work of others;</li> <li>- Understand their leadership style ;</li> </ul>
Bibliography	<p>Aubé,C., Rousseau, V., et Savoie, A., (2000), Le développement des équipes de travail : où en sommes-nous ? in Revue québécoise de psychologie, vol. 21, n° 3</p> <p>Claret, N. (2017), Management : Manuel. paris : Nathan</p> <p>Mucchielli, R. (2013), <i>La dynamique des groupes</i>, ESF</p> <p>Winkin, Y. (2000), <i>La nouvelle communication</i>, Seuil</p>
Faculty or entity in charge	CLSM

<b>Programmes containing this learning unit (UE)</b>				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in Communication (shift schedule)	COHM2M	5		
Master [60] in Management (shift schedule)	GEHC2M1	5		
Master [60] in Management (shift schedule)	GEHM2M1	5		