

**Syllabus of the course***Training Course «Soft Skills»*

Specialty	073 Management
Study Programme	Logistics
Study cycle (Bachelor, Master, PhD)	Bachelor's (first) degree of higher education
Course status	Mandatory
Language	English
Term	fourth course, eight semester
ECTS credits	3
Workload	Lectures – 12 hours Practical studies – 12 hours Laboratory studies – 12 hours Self Study – 54 hours
Assessment system	Grading
Department	Management, Logistics and Innovations , auditorium 225, phone: 702-02-65, website: http://www.eeml.hneu.edu.ua/
Teaching staff	Maryna Viktorivna MARTYNENKO, Doctor of the Department of Management, Logistics and Innovation, Professor; Viktoriia Viktorivna SAMOILENKO, associate professor of the Department of Management, Logistics and Innovation, associate professor Martynenko , DSc(Economics), Prof.
Contacts	Maryna.martynenko@hneu.net Viktoriia.Samoilenko@hneu.net
Course schedule	Lectures: according to the schedule Practical studies: according to the schedule Laboratory studies: according to the schedule
Consultations	At the Department of Management, Logistics and Innovations, offline, according to the schedule, individual, PNS chat.

Learning objectives and skills:

To provide theoretical training and formation of the basic skills of the 21st century (soft skills) in modern students as those that help to realize their own life plans and achieve life (including professional) goals, to effectively respond to new challenges. The skills of the 21st century help a person to make life efficient, interesting, comfortable, to engage in his own learning and self-development.

Structural and logical scheme of the course

Prerequisites	Post-requisites
Ukrainian language (by professional direction)	Comprehensive professional training
Foreign language of academic and professional communication	

Course content

Theme 1. Content and psychological features of "soft skills" and "hard skills". Functional literacy of a person of the 21st century

Theme 2. Self-presentation and speaking skills



Theme 3. Setting goals and time management

Theme 4. Emotional intelligence: self-organization and relationship management

Theme 5. Effective communication, networking and active listening

Theme 6. Leadership and teamwork

Teaching environment (software)

Multimedia projector, S. Kuznets PNS, Corporate Zoom system

Assessment system

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

The final grade for the training course is determined by summing the points for the current and final control. During the training course, the following control measures are used: Current control: competence-oriented practical tasks (30 points), written control work (20 points), current laboratory works by topics (24 points), report in the form of essay (26 points). The maximum score based on the results of the comprehensive training is 100 points, the minimum passing score is 60.

More detailed information on assessment and grading system is given in the technological card of the course.

Course policies

The teaching of the academic discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, plagiarism, deception, bribery, biased evaluation. For violation of academic integrity, students of education are subject to the following academic responsibility: repeated assessment of the corresponding type of educational work.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program