

## Course: Professional Skills 3

credits: 5

<b>Course code</b>	CIVP20SKI3	<b>Modes of delivery</b>	Lecture
<b>Name</b>	Professional Skills 3		Tutorial
<b>Study year</b>	2022-2023	<b>Assessments</b>	Communication English 3 - Assignment - Other assessment
<b>ECTS credits</b>	5		Communication English 3 - Written Test - Computer, organised by STAD examinations
<b>Language</b>	English		Management Skills 3 - Training - Other assessment
<b>Coordinator</b>	H.C. Kooi		Personal Development 2 - Other assessment

### Learning outcomes

Upon successful completion of this course students will be able to:

#### BCE 3

1. Write an application letter with an appropriate CV, related to a specific job;
2. Conduct a job interview related to the job that was applied for, discussing at least the following: the applicant's personality, the company and job applied for, the applicant's skills, personal background and ambitions;
3. Apply the grammatical structures taught during the course;
4. Show an extended range of marketing-related vocabulary;
5. Develop an argument and argue for/ against an issue/statement/point (debating skills, persuasion).

#### CMS 3

1. Identify their own core qualities and pitfalls and explain how they used them during the block 3 game;
2. With the help of the Belbin test they made, screen their own team for the presence or absence of the different Belbin roles;
3. Make use of the qualities that belong to the various roles in their own team at a basic level;
4. Identify the 5 different conflict management styles and explain what their own preferred style(s) entails.

#### PD 2

1. Reflect on their own and other's performances to gain insight into themselves and their qualities;
2. show awareness of assumptions on different levels: experience, knowledge and skills, convictions, morals, and motivations and can analyse these assumptions and examine them further;
3. Recognise their qualities and identifying what they can do to improve;
4. Show an understanding of teamwork; recognizing different roles in themselves and others; being able to ask for help, giving it and receiving it; having a positive and open attitude towards someone else's ideas; respecting cultural differences; being able to negotiate and making appointments with the others in a team; being able to function in heterogonous groups; being able to communicate effectively.

### Content

#### Level:

Introduction

#### Content:

The course uses three topics to provide an inclusive view on which professional skills are needed in IPA 3 and as part of the students' professional identity.

#### BCE 3

Apart from grammar and vocabulary related to topics to support the IPA project, BCE3 focuses on the requirements for a successful application process. During a job interview, you may have to convince others of your suitability for the job. Therefore, we will also practice using persuasive language, both in writing and speaking.

#### CMS 3

In three training sessions, attention is paid to topics that are important for collaboration during the project. This concerns the following subjects:

core qualities  
Belbin's team roles  
dealing with conflicts

At the end of the block, you will be assessed through an individual poster presentation. During this presentation, you look back on the collaboration during the game and how the aforementioned skills were dealt with.

#### PD 2

In this hands-on course, students will be challenged to research topics related to personal and professional development. Students take an active role by presenting activities in a fun and interactive way and come up with some form of group-activity, game, or otherwise, to discuss the topics at hand. Apart from classes, students have individual chats with their PD coaches.

#### Literature/study materials:

For the latest info, go to the reading list on intranet: [Hanze.nl/marketingprogramme](http://Hanze.nl/marketingprogramme) or the Blackboard course.

### Included in programme(s)

Marketing Management

### School(s)

School of Business, Marketing and Finance

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