

KNRTU-KAI, Kazan, Russia
DESCRIPTION OF THE PROMENG Curricula/Module

| TITLE OF THE MODULE | Code |
|---|----------------|
| Social Foundations of Communication (Soft skills for Engineers) | M.1.B.2 |

| Teacher(s) | Department |
|---|---|
| Coordinating: Dr. Alexey A. Korobkov Others: | Radioelectronic and Telecommunication Systems |

| Study cycle | Level of the module | Type of the module |
|-------------|---------------------|--------------------|
| Masters | First Semester | Compulsory |

| Form of delivery | Duration | Langage(s) |
|-----------------------|----------|------------|
| Lectures and seminars | 18 weeks | Russian |

| Prerequisites | |
|--------------------------|---|
| Prerequisites: no | Co-requisites (if necessary): no |

| Credits of the module | Total student workload | Contact hours | Individual work hours |
|-----------------------|------------------------|---------------|-----------------------|
| 6 | 180 | 30 | 150 |

| Aim of the module (course unit): competences foreseen by the study programme | | |
|--|--------------------------------------|---|
| The aim of the course is is achieving by students of communication skills, methods and techniques for effective planning of working tasks and team management | | |
| Learning outcomes of module (course unit) | Teaching/learning methods | Assessment methods |
| The ability to take the initiative, including in terms of risk to assume full responsibility; | Lecture-discussion, case-technology; | Assessment of ability to play a role; the responsibility for others; team work. |
| To practice the skills in the organization and planning of the project and research work in the team management | Case-technology, discussions | Assessment of ability to analyze the situation; development of solutions and their justification, problem solution. |
| Willingness to present the results of research in the form of reports, presentations and public discussions, to interpret and present the results of research; make practical recommendations for the use of the results and research. | Case-technology, discussions | Assessment of ability to interpret the results, using modern visual media and information structuring. |

| Themes | Contact work hours | | | | | | Time and tasks for individual work | | |
|---|--------------------|---------------|----------|----------------|-----------------|------------|------------------------------------|-----------------|---|
| | Lectures | Consultations | Seminars | Practical work | Laboratory work | Placements | Total contact work | Individual work | Tasks |
| 1. The concept of «Soft skills». Course structure. | 2 | | | | | | 2 | 5 | |
| 2. Conflicts. Behavior in conflict situations. Conflict management. | 2 | | 5 | | | | 7 | 35 | Identification the types of people in conflict in the immediate vicinity. Simulation of the conflict and its management |
| 3. Leadership Psychology. The development of leadership qualities. | 2 | | 5 | | | | 7 | 35 | To make a plan of improving their leadership skills |
| 4. Time management | 2 | | 6 | | | | 8 | 40 | To make a plan of |

| | | | | | | | | | | |
|---|-----------|--|-----------|--|--|--|--|-----------|------------|---|
| | | | | | | | | | | improving the efficiency of work and rest in terms of time management |
| 5. Project management. Self presentation and presentation of scientific and professional results. | 2 | | 4 | | | | | 6 | 35 | Creating a project management plan. Design and defense of presentation of the project |
| Total | 10 | | 20 | | | | | 30 | 150 | |

| Assessment strategy | Weight in % | Deadlines | Assessment criteria |
|---|-------------|-----------------------|---|
| Presentation of personal leadership | 30 | 7 th week | A critical assessment, problem solving, application of theoretical concepts in a real situation, the application of knowledge, decision-making. |
| Presentation of personal time management system | 30 | 14 th week | Registration the course of events; analysis, introspection, thinking; planning and organizational work skills, speaking and presentation skills. |
| Presentation of the project | 40 | 18 th week | Presentation and nonverbal communication skills, the use of visual media, presentation and structuring information, interpretation skills, an instant reaction. |

| Author | Year of issue | Title | No of periodical or volume | Place of printing. Printing house or internet link |
|---|---------------|--|----------------------------|---|
| Compulsory literature | | | | |
| Козлов В.В. | 2011 | Психология управления : учеб. пособие для студ. вузов / В.В. Козлов, Г.М. Мануйлов, Н.П. Фетискин. - М.: Академия | 28 | Читальные залы 1, 7 учебных зданий КНИТУ-КАИ |
| Э. А. Карпов, В. Г. Козырев, А. Г. Схиртладзе | 2011 | Менеджмент в промышленности : учеб. пособие для студ. вузов / Э. А. Карпов, В. Г. Козырев, А. Г. Схиртладзе [и др.]. - 3-е изд., перераб. и доп. . - Старый Оскол: ТНТ | 6 | Читальные залы 1, 5, 7 учебных зданий КНИТУ-КАИ |
| Мифтахутдинова Ф.Р. | 2011 | Управление персоналом : учеб. пособие для студ. вузов / Ф.Р. Мифтахутдинова, Г.Р. Стрекалова. - Казань: Изд-во КГТУ им. А.Н. Туполева | 28 | Читальные залы 1, 7 учебных зданий КНИТУ-КАИ |
| Additional literature | | | | |
| | | Центр практической психологии | | http://psyfactor.org/ |
| | | А. Я. Психология | | http://azps.ru/ |
| | | Организация времени | | http://www.improvement.ru/ |