



Syllabus of the educational discipline «Training course Soft Skills»

Specialty	<i>073 Management</i>
Education Program	<i>Logistics</i>
Educational level	<i>First (bachelor) level of high education</i>
Type of discipline	<i>Mandatory</i>
The language of teaching	<i>English</i>
Year / semester	<i>4 course, 8 semester</i>
Number of credits ECTS	<i>3</i>
Distribution by types of trainings and hours of study	<i>Lectures – 12 hours</i> <i>Practical classes (seminars) – 12 hours</i> <i>Laboratory works – 12 hours</i> <i>Individual work – 54 hours</i>
Form of final assessment	<i>Grading</i>
Department	<i>Management, Logistics and Innovations , room 225, 702-02-65, http://www.eeml.hneu.edu.ua/</i>
Teachers	<i>Martynenko Maryna, DSc(Economics), Prof.</i>
Contact Information	<i>Maryna.martynenko@hneu.net</i>
Days of the classes	<i>Lectures: according to the actual schedule Practical classes and laboratory works: according to the actual schedule</i>
Consultations	<i>By arrangement remotely on the platform Meet, Zoom</i>
Purpose of the discipline:	<i>formation of students' crucial soft skills needed to be successful in professional as well as personal life.</i>
Prerequisites for study	
<i>List of previously studied disciplines: management, ethics of business, psychology, marketing, marketing in social nets, management of human resources</i>	
Program of the discipline	
Content module 1. Basic soft skills	
<i>Topic 1. Importance, definition and types of soft skills.</i>	
<i>Topic 2. Body language and effective communications soft skills.</i>	
<i>Topic 3. Time management and self-esteem skills.</i>	
Content module 2. Soft skills for professional carrier	
<i>Topic 4. Presentation and workplace etiquette skills.</i>	
<i>Topic 5. Problem solving and decision making skills.</i>	
<i>Topic 6. Teamwork and productivity skills.</i>	
Material and technical support (software) of the discipline	
<i>multimedia equipment</i>	
Learning outcomes assessment system	
<i>The system of assessment of the formed competencies takes into account the types of classes, which include lectures, laboratory, practical (seminar) classes, as well as independent work. Assessment of the formed competencies of students is carried out according to the accumulative 100-point system. Current control carried out during the semester during laboratory, practical (seminar) classes and independent work is assessed by the sum of points scored. The maximum possible number of points for the current and final control during the semester - 100 and the minimum possible number of points - 60.</i>	
<i>Current control includes the following control measures: tests; tasks by topics; presentations on topics; current control works; final presentation.</i>	
<i>More detailed information on the assessment and accumulation of points in the discipline is given in the work plan (technological map) of the discipline.</i>	



Discipline policies

The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, write-off, deception, bribery, or biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline.

Syllabus approved at the meeting of the Department 01.07.2022, Protocol № 25