

Óbuda University Keleti Faculty of Business and Management

GSVST1KTNC	Personal Life Strategies							
Institute:	Institute of Enterprise Management 1081 Budapest, 17. street Tavaszmező						Credit:	
Study	Full-time		language:		English		Semester:	
technical information	Criteria, Erasmus							
Course owner:	Dr. habil Kornélia Lazányi			Teacher:		Dr. habil Kornélia Lazányi		
Prerequisites:								
Weekly / semester hours:	Week	Course:	0	Classroom Practice:	0	Lab:	2	consultation:
Requirement:	final grade							
Condition of Signature:								
Grading:	Students will be graded on the basis of their during the class activity and the presentation.							
Educational purpose:	Purpose of the course is to teach the basic rules of functioning in an organisation, especially in a team and to enter into the pool of fundamental leadership competencies through simulations in teams Course description: Students explore themselves –take a closer look at the inner dynamics of teams. They investigate leadership roles in organisations, sources of power as well as take a peak at motivation in motion. They will be exposed to personal experiences, organisational and national cultural differences, and will be able to learn, and practice conflict resolution, stress management and emotional labour. While learning the basics of time management, they will be able to design personal life-strategies.							
Mid-term requirements (task, thesis, essay, etc.):	Students have to prepare a presentation connected to the topics of the course.							
Week of Education (Consultation)	Topic (lab)							
1.	Creativity and brainstorming techniques							
2.	Self-confidence, development							
3.	Working in teams							
4.	Leadership skills							
5.	Power in organisations							
6.	Motivation							
7.	Organisational and national culture							
8.	Communication skills							
9.	Emotional labour							
10.	Conflict resolution							
11.	Stress management							
12.	Time management							
13.	Personal life strategy							
14.	Student presentations							

Compulsory literature	
1	Stephen P. Robbins, Timothy A. Judge: Organizational Behavior, Pearson Prentice Hall, 2007
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Recommended literature	
1	Elliot Aronson: The Social Animal, Worth Publishers, 2003
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The quality assurance methods of the course:	TÜV CERT EN ISO 9001:2000
Developed competences	
	Knowledge of the rules and ethical norms of collaboration in projects, teams, and work organizations, and management.
	Understanding of the basic principles and methods of the establishment of organizations and institutions, the design and modification of their structure and organizational behavior.
	Mastered the written and verbal forms of professional and efficient communication, the tabular and graph presenting data.
	In possession of the basic terminology of economic science in their mother tongue and in at least one foreign language.
	Apply the theories and methods learnt to explore, systematize and analyze facts and fundamental correlations, make critical remarks independently; produce proposals to prepare decisions; make decisions routine and in a partially unknown environment, both domestically and abroad.
	Follow and interpret global economic and international business processes, changes in economic policy, in policies and legal regulations relevant to the special field, together with their implications, and take them into consideration in analyses, proposals, and decisions.
	Able to cooperate with representatives of other special fields.
	Participate in projects and in team-based problem solving; manage, organize, evaluate and supervise activities as manager after mastering practical skills and experience.
	Able to manage SMEs and organizational units in business entities after mastering practical skills and experience.
	Present professional proposals and standpoints adequately formulated from the conceptual and theoretical view, verbally and in writing, in Hungarian and in a foreign language, in compliance with the rules of professional communication.
	Able to use foreign language for business at intermediate level.
	Sensitive to problems, demonstrating proactive conduct to perform quality work; constructive, collaborative initiatives in project and team work.
	Responsive to new information, new professional skills and methodologies; open to new, individual and collective tasks and responsibilities. Efforts to develop their knowledge and work relations, and to cooperate with others.
	Receptive to others' opinions, to industrial, regional, national and European values (including aspects of social welfare, ecology, and sustainability as well).
	Accepting and recognizing the importance of career path planning.
	Endeavoring for lifelong learning both within and outside the realm of work.
	Taking responsibility for compliance with professional, legal and ethical norms and rules related to work activities.
	Delivering presentations, chairing discussions individually. Participating independently and responsibly in professional forums both within and outside the business entity.

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