**Nazwa przedmiotu:**

Techniques of Auto-presentation

**Koordynator przedmiotu:**

dr Jan Leszek Nowiński

**Status przedmiotu:**

Obowiązkowy

**Poziom kształcenia:**

Studia I stopnia

**Program:**

Informatyka

**Grupa przedmiotów:**

Wspólne

**Kod przedmiotu:**

brak

**Semestr nominalny:**

2 / rok ak. 2009/2010

**Liczba punktów ECTS:**

2

**Liczba godzin pracy studenta związanych z osiągnięciem efektów uczenia się:**

**Liczba punktów ECTS na zajęciach wymagających bezpośredniego udziału nauczycieli akademickich:**

**Język prowadzenia zajęć:**

polski

**Liczba punktów ECTS, którą student uzyskuje w ramach zajęć o charakterze praktycznym:**

**Formy zajęć i ich wymiar w semestrze:**

|  |  |
| --- | --- |
| Wykład: | 0h |
| Ćwiczenia: | 30h |
| Laboratorium: | 0h |
| Projekt: | 0h |
| Lekcje komputerowe: | 0h |

**Wymagania wstępne:**

brak

**Limit liczby studentów:**

**Cel przedmiotu:**

After the course a student gains: A/ the competences in: 1/ application for a job, 2/ oral, public presentation, B/ basic knowledge of: 1/ psychological aspects of the team-work, 2/ technique of negotiation.

**Treści kształcenia:**

1. Negotiations Negotiation techniques ? lecture a/ methods, b/ negotiation algorithm: analysis, planning, discussion, solution and agreement, c/ personal factors, d/ BATNA ? best alternative to a negotiation agreement. 2. Practicing the negotiation skills. Workshop ? negotiation panel: ?The redundancy in a company ? Trade union and management negotiations. Discussion of the course of the negotiation panel. 3. Curriculum Vitae writing Part I Curriculum vitae writing ? lecture. a/ C.V. layout, b/ personal details, c/ education, d/ experience, e/ references. Part II Workshop ? practicing the C.V. writing. Analysis of the student works 4. Letter writing ? lecture a/ business and private letter ? differences and similarities, b/ standardised forms of a business correspondence: a post letter and a fax-letter, c/ letter layout, d/ details for the letter design, ? heading, ? greeting forms, ? closing forms, ? body of the letter, ? paragraphing, ? useful expressions, ? logo of the company, ? signature. 5. Workshop ? practicing the business-letter writing. a/ letter of inquiry, b/ covering letter. 6. Job advertisement analysis ? lecture. a/ qualifications and other requirements, b/ terms of employment, c/ getting the additional information about the advertised position, d/ the advertising company: ? area of activity, ? goals, ? financial state. 7. Looking for a job Part I Workshop ? analysis of selected advertisements from ?Gazeta Wyborcza?, Part II Psychological factors during the looking for a job ? lecture and discussion. 8. Psychoanalytical session Workshop ? my strong and weak points. a/ my psychological portrait ? auto-presentation by volunteers, b/ discussion forum ? analysis of the presentations: ? my perception of the presented psychological profile, ? searching for the real strong features, ? analysis of the weak points, ? characteristic of the job or post fitting to the analysed psychological profile. 9. Interview To a successful interview ? lecture. a/ preparation b/ presentation c/ performance 10. Oral auto-presentation Part I Techniques of the oral presentation ? lecture. a/ a composition of the oral presentation b/ specific features of short, medium and the long lasting presentation, c/ facilities: a blackboard, a projector and a computer, d/ a projector supported presentation, e/ a computer aided presentation. Part II Slide composition: a/ characters ? size, style b/ background ? colour and other effects 11. Practicing the presentation skills. Workshop ? student presentations: i/ presentation, ii/ discussion forum: technical analysis of the presentations. 12. Interpersonal relations Workshop: psychology of man ? lecture and the discussion. 13. The team-role How to build up the effective team.

**Metody oceny:**

The following student activities and works are assessed: 1/ homeworks and class works - 20pts (max) 2/ activity during exercises - 20pts (max) 3/ short presentation - 20pts (max) 4/ oral presentation - 30pts (max) 5/ attendace (only 2 abcences are allowed) - 10pts (max) A total maximum score to get is 100pts. Mark A - (91-100) pts, Mark B+ - (81-90) pts, Mark B - (71-80) pts, Mark C+ - (61-70) pts, Mark C - (51-60) pts, Fail < 51 pts

**Egzamin:**

**Literatura:**

Materials recomended by the lecturer.

**Witryna www przedmiotu:**

**Uwagi:**

## Efekty przedmiotowe