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# on-line courses on transversal skills® - proposal

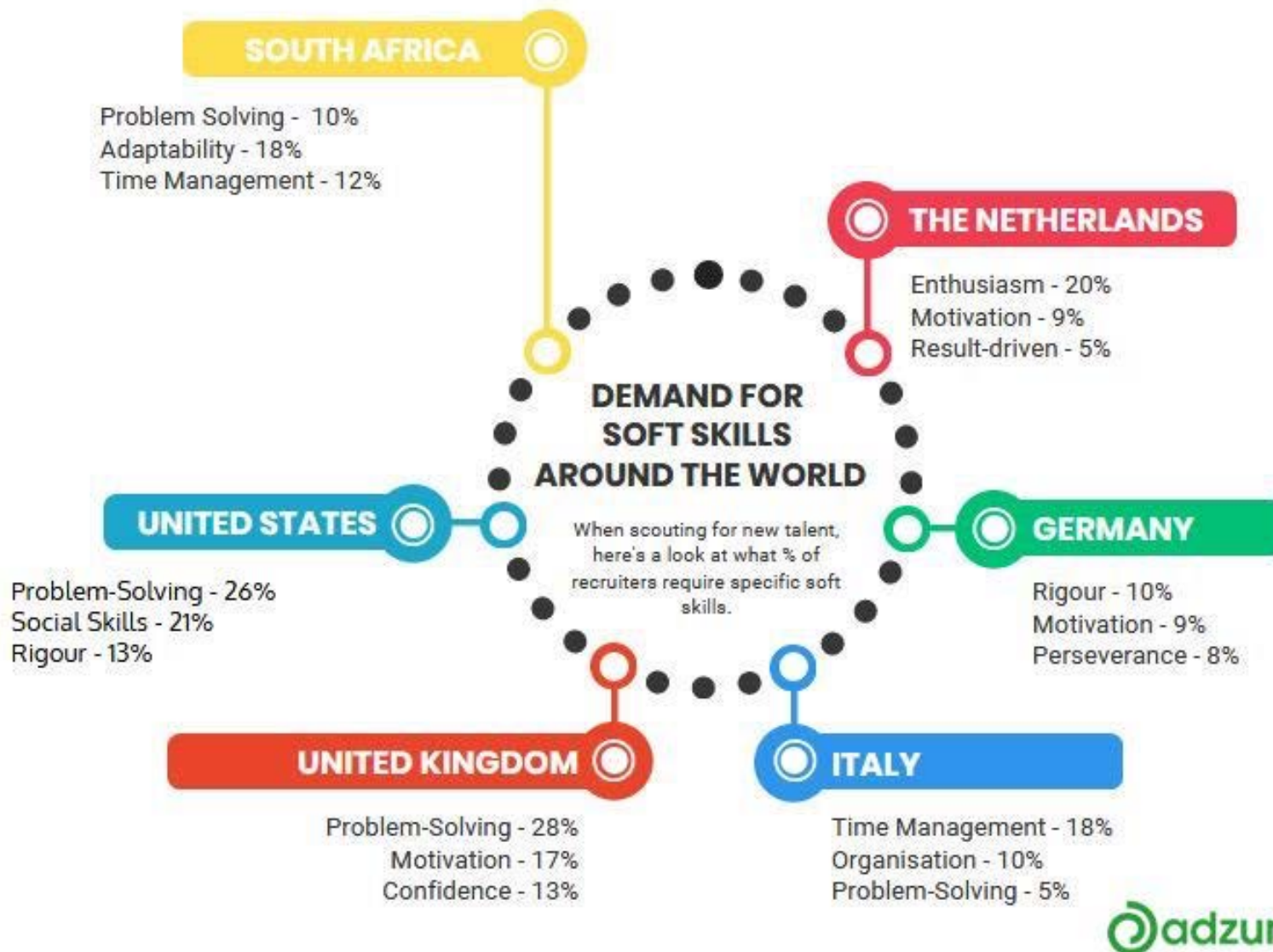
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# Transversal Skills

- are those typically considered as not specifically related to a particular job, task, academic discipline or area of knowledge but as skills that can be **used in a wide variety of situations and work settings** (IBE 2013).
- these skills are increasingly in high demand for learners to successfully adapt to changes and to lead meaningful and productive lives (UNESCO, Bangkok 2014)
- definition has six domains: 1) **critical and innovative thinking**, 2) **interpersonal skills**, 3) **intrapersonal skills**, 4) **global citizenship**, 5) media and Information literacy, and 6) others.  
(UNESCO, Bangkok 2016)

# Why to develop transversal skills?

- **Transversal competencies such as communication and leadership are crucial transferable skills for future workplaces (EPALE EU 2018)**
- R1: Changing labour markets, reduced job security, and longer working lives are leading employees away from singly focused career paths towards competencies for life-long employability.
- R2: The shift away from organization-driven career paths requires employees to take control of their own development. This necessitates tools to support employee-centric competency-driven career development.



- “**organisational capacity** is mentioned, making it one of the most valued soft skills in the country (namely South Africa)”

*(3 soft skills employers in South Africa are looking for, BusinessTech, 3.02.2019)*

- conclusions from International Workshop on Social Capital conducted among students from Gujarat University of Technology (USZ-HSW-GUT, 2016-2018)

# General information

Course on transversal skills can be run in two forms:

## TRANSVERSAL SKILLS COURSES

I.

Leadership course

2 modules  
(LDR1, LDR 2)

80h

(incl. 10% active role of mentor)

II.

Social Capital course

2 modules  
(SCL 1, SCL 2)

80h

(incl. 10% active role of mentor)

Technical aspects: **Blackboard environment**, Internet, e-mail, etc.

## European Qualifications Framework (EQF) Level 7 (2<sup>nd</sup> cycle)

### Knowledge

**Highly specialised knowledge**, some of which is at the forefront of knowledge in a field of work or study, as the basis for **original thinking and/or research**

**Critical awareness of knowledge** issues in a field and at the interface between different fields

### How?

- wide specialized knowledge on leadership, social capital and networks
- implemented in discussions, self-assignments
- whereas its critical implementation conducted by team activities and final project

## European Qualifications Framework (EQF) Level 7 (2<sup>nd</sup> cycle)

| Skills                                                                                                                                                                                           | How?                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Specialised problem-solving skills</b> required in research and/or innovation in order to develop new knowledge and procedures and to <b>integrate knowledge</b> from different fields</p> | <ul style="list-style-type: none"><li>- by gained theoretical and practical knowledge about leadership styles, team management and cultural and gender management</li><li>- By gained knowledge how to implement personal leadership skills into team management and into developing personal networks and therefore contribute to local and community development</li></ul> |

## European Qualifications Framework (EQF) Level 7 (2<sup>nd</sup> cycle)

### Responsibility and autonomy (competences)

**Manage and transform work or study contexts that are complex, unpredictable and require new strategic approaches; take responsibility for contributing to professional knowledge and practice and/or for reviewing the strategic performance of teams**

### How?

- within project and team work activities
- through developed particular transversal skills

# Course description

- This course is focused on the concept of result-oriented management (ROM) and team building theory, as one of the most important aspects of corporate success is personal leadership and relationships (social capital).
- Course is designed to examine the concept of personal leadership and social capital in greater depth and then to explore ways and mean to helping people build more opportunities for successful professional relationships.

# Course activities (1/3)

- **Readings and videos**

book chapters and supplemental readings and materials (videos) will be assigned; given the **participative nature of the course**, it is imperative that student review the material closely before responding to discussion prompts so one can discuss concepts knowledgeably with your peers, complete the assigned questionnaires/self-assessment instruments and be prepared to discuss the results.

- **Self-Check Quizzes**

# Course activities (2/3)

- **Tests and assessments**

students will be asked to complete an **written assignments after the end of each module**: a written assignment where students are expected to conduct a leadership communication self-analysis while critically interpreting the text, challenging assumptions, using data from several sources (beyond the text), and to make their case and support their assessments.

- **E-mail and collaboration/on-line discussions**

students you will be asked to **participate in online discussions**, these will provide them an opportunity to interact with and learn from peers; every student is expected to contribute to the learning community of the class; **possible live and video chats**

# Course activities (3/3)

- **Research project**

The research project is **an oral presentation made by no less than 3 participants in the format of a video** utilizing the format and effective presentation skills studied in the course. The video must be submitted using the platform. Instructions will be embedded **in the Blackboard** assignment. The

- **Supervised final exam**

# Leadership Course (I.)

## TRANSVERSAL SKILLS COURSES

I.

Leadership course

2 modules  
(LDR1, LDR 2)

80h  
(incl. 10% active role of mentor)

# Course description (course I.)

- The aim of the course is to recognize **effective Personal Leadership** for engineering male and female students [RECOGNIZE]
- Course is for all who wants to **plan and progress their career** and who want to accomplish their goals quickly and effectively, the set up a network of people who can help to achieve and get recognized for your achievements [PLAN][CREATE]
- The effective Personal Leadership course builds on existing strengths and **focuses on the labelling required attitude and behavioral changes** needed to cope with the pace and fast-changing nature of modern life and business [RECOGNIZE]

# Course objectives (course I.)

The main objectives are to:

- develop the **student's analytical ability of defining and identifying the multifaceted role of leaders**, and the change and development task in particular [DESCRIBE] [MATCH]
- **indicate** and apply central dimensions and skills related to different leadership tasks and situations [LOCATE & CLASSIFY]
- prepare students to **recognize, formulate and evaluate their own value-based leadership** and style, related to employees, external stakeholders, superiors or owners [RECOGNIZE] [CREATE] [EVALUATE]

# Course outcomes (course I.)

**After the course the students will be able to:**

- **Recognize and apply different theoretical perspectives and models on leadership and management [RECOGNIZE] [USE]**
- **distinguish between and compare the applicability in practice of different analytical models [DISCRIMINATE]**
- **state and synthesize on how the external organisational context influences the potential to lead [LIST] [CONSTRUCT]**
- **analyze practice-based contexts from different relevant theoretical perspectives and reflect upon in which optional ways leaders could handle leadership challenges [ANALYZE]**
- **analyze how actors, internally and externally related, are limit and open for different leadership activities [ANALYZE]**

# Course skeleton (I.)

| Modul LDR1          |                        |
|---------------------|------------------------|
| Personal Leadership |                        |
|                     | Modul LDR2             |
|                     | Leader in organization |

## Module LDR1: Personal Leadership

Pre-requisites: none

Part 1:

- Course Introduction
- Understanding Leadership
  - Theory of leadership
  - Manager vs. Leader

Part 2:

- Personal leadership
  - Goal management
  - Time management
  - Task management

Assignments

Quiz  
Discussion Board  
Self-assessment

## Module LDR2: Leader in organization

### Pre-requisites: passed assessment for LDR 1

|             |                                                                                                                                                                                                                                                                              |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1:     | <p>Team leadership</p> <ul style="list-style-type: none"><li>- Basic management styles</li><li>- Management styles and stages of business development; Result Oriented Management</li><li>- ROM - behavioral assumptions</li></ul>                                           |
| Part 2:     | <p>Intercultural leadership, Interpersonal, Diversity and Intercultural Communication</p> <ul style="list-style-type: none"><li>- Team diversity management</li><li>- Cultural and gender management; antidiscrimination leadership</li><li>- Communication skills</li></ul> |
| Assignments | <p>Quiz; Discussion Board; Self-assessment;<br/><b>Project; Final exam</b> (for short version)</p>                                                                                                                                                                           |

# Grading for course I.

| Assignment                        | Points/Percentage |
|-----------------------------------|-------------------|
| Participation (discussions)*      | 30                |
| Self- assignment                  | 10                |
| Quizzes                           | 5                 |
| Exam                              | 55                |
| a) Project*                       | 40                |
| b) Exam                           | 15                |
| *team working activities (70/100) |                   |

# Social Capital Course II.

## TRANSVERSAL SKILLS COURSES

II.

Social Capital course

2 modules  
(SCL 1, SCL 2)

80h  
(incl. 10% active role of mentor)

# Course description (course II.)

- This course is focused on the concept of result-oriented management (ROM) and team building theory, as many identities and organizations have come to realize that one of the most important aspects of corporate success is personal leadership and relationships (social capital)
- Course is designed to examine the concept of personal leadership and social capital in greater depth and then to explore ways and mean to helping people build more opportunities for relationships

# Course objectives (course II.)

The main objectives are to:

- recognize the connections that will help to develop students and their neighborhood [RECOGNIZE]
- explain the key to the relationships which will ensure to get more effective results [EXPLAIN]
- underline the importance of social capital in career development and to social and economic development [RECOGNIZE]
- illustrate how to work out the connections to make projects successful [EXTRAPOLATE]
- classify effective ways to develop valuable relationships [LOCATE AND CLASSIFY]
- Identify strategies to ensure to get support from others e.g. communities and from business [MATCH]

# Course outcomes (course II.)

After the course the students will be able to:

- name principles for an ethically and socially responsible value-based leadership [RECOGNIZE]
- define social capital and give content to the concept of social capital [DESCRIBE]
- apply the concept of social capital to their everyday lives [USE]
- identify the application of social capital within social sciences research [MATCH]
- appraise assess the measurement and application of the concept of social capital within science research [ANALYZE]

# Further outcomes (course II.)

By the end of this course, students should be also able to:

- **formulate clarity, vision and purpose [CREATE]**
- **define their personal values and goals [DESCRIBE]**
- **recognize and implement actions to strengthen attitudes and behaviors [RECOGNIZE]**
- **develop and assemble an Action Plan for their life [CONSTRUCT]**
- **underline** their own personal development [RECOGNIZE]
- **assemble** personal and team productivity [CONSTRUCT]
- **organize a culture of inspiration and motivation [CONSTRUCT]**
- **support** their impact on their organization's future [DEFEND]

# Course skeleton (II.)

| Modul SCL 1             |  |
|-------------------------|--|
| Personal social capital |  |

|  | Modul SCL2                                        |
|--|---------------------------------------------------|
|  | Networks and Practical approach to social capital |

## Module SCL1: Personal social capital

Pre-requisites: none

|             |                                                                                                                                                                                                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1:     | <ul style="list-style-type: none"><li>- Introduction to Theories of Social Capital<ul style="list-style-type: none"><li>- Social Capital at the Structural and Individual Levels</li><li>- Types of social capital</li><li>- Role of social capital in the modern world, economies, organizations</li></ul></li></ul> |
| Part 2:     | <ul style="list-style-type: none"><li>- Personal networks</li><li>- Mapping your own social capital at personal and community level</li></ul>                                                                                                                                                                         |
| Assignments | Quiz<br>Discussion Board<br>Self-assessment                                                                                                                                                                                                                                                                           |

## Module SCL2: Social Networks

**Pre-requisites: passed all assessments for module SCL1**

- |         |                                                                                                                                                            |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1: | <ul style="list-style-type: none"><li>- Social Networks</li><li>- Role of social networks in efficient management</li><li>- Diversity management</li></ul> |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |         |                                                                                                                                                                                              |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 2: | <ul style="list-style-type: none"><li>- Practical Approach to social capital</li><li>- Mapping social capital at community level</li><li>- Role of social capital in Industry 4.0.</li></ul> |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|             |                                             |
|-------------|---------------------------------------------|
| Assignments | Quiz<br>Discussion Board<br>Self-assessment |
|-------------|---------------------------------------------|

# Grading for course II.

| Assignment                        | Points/Percentage |
|-----------------------------------|-------------------|
| Participation (discussions)*      | 30                |
| Self- assignment                  | 10                |
| Quizzes                           | 5                 |
| Exam                              | 55                |
| a) Project*                       | 40                |
| b) Exam                           | 15                |
| *team working activities (70/100) |                   |



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