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6 credits	15.0 h + 15.0 h	Q2
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Teacher(s)	Lievens Laurent ;
Language :	French
Place of the course	Mons
Main themes	<p>Management skills seminar is a training seminar in practical skills, essential to develop a professional career in management. Topics include :</p> <ul style="list-style-type: none"> - Business Communication - Personal Development - Group work abilities - Negotiation techniques - Leadership - Presentation skills - CV building and Job Application preparation
Aims	<p>At the end of this course, students will be able to:</p> <ul style="list-style-type: none"> - Analyse audiences and define objectives to create targeted business messages; - Write coherent and convincing business documents, like a CV, and produce short business webcasts; - Consider and evaluate the application of interpersonal skills to the achievement of management tasks; - Understand and develop the ability to successfully complete set tasks through the work of others; - Understand their leadership style ; <p>-----</p> <p><i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i></p>
Bibliography	<p>*Anzieu, D., Martin, J.Y. (2013), La dynamique des groupes restreints, PUF</p> <p>*Halevy, M. (2011), Un univers complexe. L'autre regard sur le monde, Oxus</p> <p>*Maltcheff, I., (2011), Les nouveaux collectifs citoyens. Pratiques et perspectives, Yves Michel</p> <p>*Mucchielli, R. (2013), La dynamique des groupes, ESF</p> <p>*Morin, E. (2005), Introduction à la pensée complexe, Seuil</p> <p>*Vercauteren, D. (2011), Micropolitique des groupes. Pour une écologie des pratiques collectives, Les prairies Ordinaires</p> <p>*Watzlawick, P. (1978), La réalité de la réalité. Confusion, désinformation, communication. Seuil</p> <p>*Winkin, Y. (2000), La nouvelle communication, Seuil</p> <p>*Wittezaele, J.J., Garcia-Rivera, T. (2006), A la recherche de l'école de Palo Alto, Seuil</p> <p>*Wittezaele, J.J. (2003), L'Homme relationnel, Seuil</p>
Faculty or entity in charge	CLSM

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Aims
Master [120] in Management (shift schedule)	GEHM2M	6		
Master [120] in Management (shift schedule)	GEHC2M	6		
Master [120] in Political Sciences: General (shift schedule)	SPHM2M	5		
Master [120] in Communication (shift schedule)	COHM2M	5		
Master [60] in Political Sciences : General (shift schedule)	SPHM2M1	5		
Master [120] in Public Administration (shift schedule)	APHM2M	5		