



6.00 credits	15.0 h + 15.0 h	Q2
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Teacher(s)	Glinne-Demaret Harmony ;
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
Learning outcomes	<p>At the end of this learning unit, the student is able to :</p> <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
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	Learning outcomes
Master [120] in Management (shift schedule)	GEHC2M	6		
Master [120] in Communication (shift schedule)	COHM2M	5		
Master [120] in Management (shift schedule)	GEHM2M	6		