



MPV_COMA
Communication
and Managerial
Skills Training
Seminar 1

Ing. Daria Borovko



Content

- Introduction to the course
- Basics of communication process (training)



I. Introduction to the course

- **Course objectives**

- to provide you with basic knowledge of effective communication in management and, by using training methods, to develop your communication and managerial skills

I. Introduction to the course

- **Requirements**

1. Attendance at seminars (90%)
 - (Maximum - missing one seminar)

I. Introduction to the course

○ Requirements

2. Elaboration of an assigned topic and its presentation at the seminar
 - results of the thesis,
 - student's own topic (within the scope of the studied field), the aim of the presentation being either to convey information or to persuade (it is necessary to choose one of the aims).

I. Introduction to the course

○ Requirements

3. Test (minimum level of knowledge 60%)
 - theoretical knowledge
 - assessing practical communication skills (via practical examples, correcting wrong statements, etc.)

- Assessment criteria:
 - quantity and quality of theoretical knowledge, understanding the theory
 - ability to apply gained knowledge
 - extent of the development of relevant skills

| Date | Type | Title | Lecturer/Instructor |
|------|-------------------|--|--------------------------------|
| 21.2 | Exercise session | Communication process | Ing. Daria Borovko |
| 28.2 | Lectures | Basic communication skills | PhDr. Martina Rašticová, Ph.D. |
| | | Assertiveness | PhDr. Martina Rašticová, Ph.D. |
| 7.3 | Exercise sessions | Basic communication skills training | Ing. Daria Borovko |
| | | Basic communication skills training | Ing. Daria Borovko |
| 14.3 | Lectures | Personality communication types | PhDr. Martina Rašticová, Ph.D. |
| | | Effective presentation | PhDr. Martina Rašticová, Ph.D. |
| 21.3 | Exercise sessions | Basic communication skills training | Ing. Daria Borovko |
| | | Basic communication skills training | Ing. Daria Borovko |
| 26.3 | Lecture | Communication: NLP (Neuro-linguistic programming) approach | Ghislaine Pellat |
| 27.3 | Lecture | Negotiating | Ghislaine Pellat |
| 28.3 | Exercise sessions | NLP approach | Ghislaine Pellat |
| | | Negotiating | Ghislaine Pellat |
| 4.4 | Exercise sessions | Further communication skills training | Ing. Daria Borovko |
| | | Intercultural communication | Ing. Daria Borovko |
| 11.4 | Exercise sessions | Presentations | Ing. Daria Borovko |
| | | Presentations | Ing. Daria Borovko |
| 18.4 | Exercise sessions | Selection interview (recruitment) | Ing. Daria Borovko |
| | | Selection interview (recruitment) | Ing. Daria Borovko |

- Lectures of Ghislaine Pellat (S22)
 - Wednesday 26.3: 16.20 – 18.45
 - Thursday 27.3: 16.20 – 18.45
 - 16.20 – 17.55/ 17.10 – 18.45



II. Basics of communication process (training)

- What is communication process?
- Do you think quality of communication process is important? Why?
- Exercise

II. Basics of communication process (training)

