

<b>Course title</b>	Developing Communication & Professional Skills				
<b>Course code</b>	PSY1102				
<b>Course type</b>	Compulsory				
<b>Level</b>	Undergraduate				
<b>Year / Semester</b>	Year 1 / Semester 1				
<b>Teacher's name</b>	New hire 2				
<b>ECTS</b>	7.5	<b>Lectures / week</b>	1	<b>Laboratories / week</b>	0
<b>Course purpose and objectives</b>	The purpose of this course is to provide students with the basic skills and knowledge necessary to succeed both professionally and personally, by increasing effectiveness in communication, cultivate interpersonal skills and advance professional development as a whole.				
<b>Learning outcomes</b>	<p>The following learning outcomes are expected, where students will:</p> <ol style="list-style-type: none"> <li>1. Show improved communication skills in both written and oral forms, effectively expressing thoughts and ideas.</li> <li>2. Demonstrate enhanced interpersonal abilities, fostering constructive relationships and resolving disagreements.</li> <li>3. Develop captivating presentation skills, effectively holding audience attention and transferring information.</li> <li>4. Display effective negotiation and problem-solving skills in various settings.</li> <li>5. Act professionally in interactions, showing sensitivity and respect for cultural differences.</li> </ol>				
<b>Prerequisites</b>	None	<b>Required</b>	Yes		
<b>Course content</b>	<p>Students will be provided with the basic skills and knowledge necessary to succeed both professionally and personally, by increasing effectiveness in communication, cultivate interpersonal skills and advance professional development as a whole.</p> <p>Week 1: Communication and Professionalism Foundations</p> <p>Week 2: Skills in Verbal Communication</p> <p>Week 3: Skills in Written Communication</p> <p>Week 4: Building Relationships and Interpersonal Skills</p>				

	<p>Week 5: Presentation and Public Speaking Skills</p> <p>Week 6: Negotiation and Conflict Resolution</p> <p>Week 7: Organizational and Time Management Skills</p> <p>Week 8: Networking and Professional Conduct</p> <p>Week 9: Problem-Solving and Critical Thinking</p> <p>Week 10: Digital technology and Communication</p> <p>Week 11: Self-Growth and Development</p> <p>Week 12: Cultural Intelligence and Diversity</p> <p>Week 13: Integrity and Ethics in Professional Communication</p>
<b>Teaching methodology</b>	Lecture
<b>Bibliography</b>	<p>Hanh, T. N. (2013). The art of communicating. Random House.</p> <p>Goleman, D. (1996). Emotional intelligence. Why it can matter more than IQ. Learning, 24(6), 49-50.</p>
<b>Assessment</b>	<ol style="list-style-type: none"> <li>1. Midterm &amp; Final Exam (30% &amp; 30%): Mid-term and final exams will be conducted covering the entire course. Both exams will include multiple-choice, short-answer, and essay questions.</li> <li>2. Group assignment (20%): Assign a group project that require students to work together to apply problem-solving skills and conflict resolution techniques to real-world scenarios. They will be presenting the results of their assignment in group format.</li> <li>3. Individual assignment (10%): Students will be asked to create a personal development plan, which will be delivered in presentation format.</li> <li>4. Presence and Participation (10%): Students should be present and actively participate in in-class discussions.</li> </ol>
<b>Language</b>	Greek