


Studiengang: Master of Science Maschinenbau Program: <i>Master of Science in Mechanical Engineering</i>					
1	Module: Professional Behavior Modul: <i>Führung und Selbstmanagement</i>				English <i>Englisch</i>
	Fach-Nr. <i>Course number</i>	Semester <i>Semester</i>	Dauer <i>Duration</i>	Status <i>Status</i>	Turnus <i>Regular cycle</i>
		2. Semester	1 Semester	elective	annual
	Kreditpunkte <i>Credits</i>	Aufwand <i>Workload</i>	Kontaktzeit <i>Contact-hours</i>	Selbststudium <i>Student's efforts</i>	
	5 ECTS	150hrs	4hrs/week = 60hrs seminar	15hrs Preparation and post processing 75hrs Self-study	
2	Beschreibung <i>Description</i> Basics of professional behavior in organizations and of leadership are trained and reflected. The students are prepared for taking responsible positions in organizations. The special combination of theoretical input, exercises and training supports self-perception and self-reflection as important parts of social competencies and self management.				
3	Lernziele <i>Learning Outcomes</i> <ul style="list-style-type: none"> • Knowledge of key skills for leadership positions • Training and reflection of key skills and professional behavior in organizations • Self-perception and self-reflection • Knowledge of rules forgiving and taking feedback and the ability to create feedback processes 				
4	Schlüsselqualifikationen <i>Key qualifications</i>				
	Sozialkompetenz	Methodenkompetenz	Selbstkompetenz / Personenkompetenz	Interkulturelle Kompetenz	Medienkompetenz
	X	X	X	X	
5	Lehrveranstaltung/ -methoden <i>Course type and methods</i> <ul style="list-style-type: none"> • Lectures, role-plays, discussions, teamwork, analyses of videos, practical exercises, presentations 				
6	Vorbedingungen / Vorkenntnisse <i>Prerequisites</i> <ul style="list-style-type: none"> • helpful: „Management and Leadership“ 				
7	Arbeitsmittel / Literatur <i>Required material / Literature</i> Means : <ul style="list-style-type: none"> • Videocamera, exercises, role-plays Literature: <ul style="list-style-type: none"> • Stephen P. Robbins: Organisation der Unternehmung, München: Pearson Education, 2001 • Jerald Greenberg, Robert A. Baron: Behavior in Organizations, New Jersey; Pearson Education, 2003 • Markus Gmür, Jean-Paul Thommen: Human Resource Management, Strategien und Instrumente für Führungskräfte und Personalmanagement Articles and case studies				

Detailinformationen																				
8	Inhalte <i>Course topics</i> Introduction to the topic <ul style="list-style-type: none"> ➤ Leadership skill: Self Management and presentation ➤ Feedback ➤ Johari – window ➤ Personnel strengths and weaknesses ➤ Emotional competence ➤ Intercultural competence ➤ Techniques of presentation ➤ The importance of visualization ➤ Tools and media for presentation Leadership skill: Communication <ul style="list-style-type: none"> ➤ Perceptual Processes ➤ Communication as a process ➤ Body communication ➤ How to communicate in difficult situations ➤ The Harvard Concept ➤ Conflict - management Leadership skill: Teamwork – benefits and tools <ul style="list-style-type: none"> ➤ How to build a successful team ➤ Group Dynamics and Team Effectiveness ➤ Benefits of teamwork – group synergy ➤ Myers-Briggs-Type-Indicator- ➤ Conception and preparation of a workshop Leadership skill: Moderation of groups <ul style="list-style-type: none"> ➤ Key skills for leaders ➤ Managing diversity and individual differences ➤ Work Motivation and Performance ➤ Goal – Setting Process ➤ Preparation for a workshop ➤ Moderating groups 																			
9	Prüfungsform <i>Assessment</i> Project Work in written form and presentation																			
10	Voraussetzung für die Vergabe von Kreditpunkten <i>Requirements for granting of credits</i> <ul style="list-style-type: none"> • Successful project work and presentation 																			
11	Weiterführende Veranstaltungen <i>Related courses</i> <ul style="list-style-type: none"> • Ethics • Management and Leadership 																			
12	Zuordnung <i>Classification</i> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 12.5%;">Mathematik & Naturwissenschaft</th> <th style="width: 12.5%;">Ingenieurwissenschaften</th> <th style="width: 12.5%;">Ingenieur-anwendungen</th> <th style="width: 12.5%;">Entwicklung & Konstruktion</th> <th style="width: 12.5%;">Werkstoffe</th> <th style="width: 12.5%;">Wirtschaft, Management, Sprachen</th> <th style="width: 12.5%;">Anderes</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> </tr> </tbody> </table>						Mathematik & Naturwissenschaft	Ingenieurwissenschaften	Ingenieur-anwendungen	Entwicklung & Konstruktion	Werkstoffe	Wirtschaft, Management, Sprachen	Anderes						X	X
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13	Modulbeauftragter / Lehrpersonen <i>Responsible person / Lecturers</i> Prof. Dr. A. Reski/ Prof. Dr. A. Reski																			