

Title of the Course	PERSONAL AND PROFESSIONAL GROWTH		
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
1st level professional study programme	Office Management		
Author(s) of the course	Introduction to the significance knowledge, studies and techniques, use and strengthening personal development, respect other people as spiritual, physical, mental and social human being		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Final test – 100% <i>For the evaluation it is possible to earn either – 1 or 0 points.</i>		

Study Content

Personal growth	Professional growth
Tasks that help to develop skills and motive students for reaching own goals: <ul style="list-style-type: none"> • Develop understanding about the motivation and the level of its regulation not to stop halfway; • Time planning as a habit; • Defining and renewing goals; • “The initiated finish” • Reasons of procrastination and minimization of it; • Leadership; • Accepting differences; • Development of personal conflict-solving; • Critical thinking skills. <p>The content of the tasks are regularly adjusted and modified in line with the newest tendencies and labour market requirements, as well as based on the experience of previous course execution - new ways to motivate students, enforce their skill development as habitual routine.</p>	Tasks that develop professional skills: <ul style="list-style-type: none"> • Understanding of the profession; • Changes, tendencies in the industry; • Competencies of an office administrator; • Basic skills of office management; • Optimization of office management processes; • Business etiquette; • Conflict management; • Basic skills of client service; • Document management; • Information processing; • Normative acts; • Stress management <p>The content of the tasks are regularly adjusted and modified in line with the newest tendencies and labour market requirements, as well as based on the experience of previous course execution. New ways to motivate students to develop the gained skills at a work environment are detected</p>

Study Process

Every months (during the period of 24 months) a student sets 2 tasks: one professionally, other personally oriented development task. The practical tasks from the management science (i.e. leadership, self-analysis, motivation, creativity) and professional fields are integrated in the course content in order to enhance the skill development and use in practice

Study Results

1. Knowledge: 1.1. A student recognizes the habits enhancing leadership; 1.2. A student develops different habits that	1. Knowledge: 1.1. A student defines the goals and meaning of a profession; 1.2. A student differentiates between different
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<p>enhance personal growth.</p> <p>2. <i>Skills:</i></p> <p>2.1. A student demonstrates the skills of critical thinking;</p> <p>2.2. A student combines different methods for defining goals and reaching them.</p> <p>3. <i>Competences:</i></p> <p>3.1. A student plans and organizes own future;</p> <p>3.2. A student improves the skills of personal conflict-solving.</p>	<p>methods used in the profession for reaching professional goals;</p> <p>2. <i>Skills:</i></p> <p>2.1. A student demonstrates professional growth in one's attitude and actions;</p> <p>2.2. A student assesses the happenings in the sector and makes conclusion, suggestions.</p> <p>3. <i>Competences:</i></p> <p>3.1. A student anticipates changes in the chosen sector, basic tendencies;</p> <p>3.2. A student connects the theoretical findings with the practical experience.</p>
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