

Business Skills (F000551)

Course size *(nominal values; actual values may depend on programme)*

Credits 4.0 **Study time 120 h**

Course offerings and teaching methods in academic year 2024-2025

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|----------------|---------|------|--------------------|
| C (semester 2) | English | Gent | seminar lecture |
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Lecturers in academic year 2024-2025

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| Audenaert, Mieke | EB23 | lecturer-in-charge |
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Offered in the following programmes in 2024-2025

| | crdts | offering |
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| Bachelor of Science in Chemistry | 4 | C |
| Bachelor of Science in Sociology | 4 | C |
| Master of Science in Teaching in Science and Technology(main subject Chemistry) | 4 | C |
| Master of Science in Teaching in Science and Technology(main subject Mathematics) | 4 | C |
| Master of Science in Chemistry(main subject (Bio)Organic and Polymer Chemistry) | 4 | C |
| Master of Science in Chemistry(main subject Analytical and Environmental Chemistry) | 4 | C |
| Master of Arts in Oriental Languages and Cultures(main subject China) | 4 | C |
| Master of Science in Electrical Engineering (main subject Communication and Information Technology) | 4 | C |
| Master of Science in Electromechanical Engineering(main subject Control Engineering and Automation) | 4 | C |
| Master of Science in Electromechanical Engineering(main subject Electrical Power Engineering) | 4 | C |
| Master of Science in Electrical Engineering (main subject Electronic Circuits and Systems) | 4 | C |
| Master of Arts in Oriental Languages and Cultures(main subject India) | 4 | C |
| Master of Arts in Oriental Languages and Cultures(main subject Japan) | 4 | C |
| Master of Science in Industrial Engineering and Operations Research(main subject Manufacturing and Supply Chain Engineering) | 4 | C |
| Master of Science in Electromechanical Engineering(main subject Maritime Engineering) | 4 | C |
| Master of Science in Chemistry(main subject Materials and Nano Chemistry) | 4 | C |
| Master of Science in Electromechanical Engineering(main subject Mechanical Construction) | 4 | C |
| Master of Science in Electromechanical Engineering(main subject Mechanical Energy Engineering) | 4 | C |
| Master of Arts in Oriental Languages and Cultures(main subject Middle East Studies) | 4 | C |
| Master of Science in Industrial Engineering and Operations Research(main subject Transport and Mobility Engineering) | 4 | C |
| Master of Science in Biochemistry and Biotechnology | 4 | C |
| Master of Science in Chemical Engineering | 4 | C |
| Master of Science in Chemical Engineering | 4 | C |
| Master of Science in Civil Engineering | 4 | C |
| Master of Science in Civil Engineering | 4 | C |
| Master of Science in Computer Science | 4 | C |
| Master of Science in Engineering Physics | 4 | C |

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| Master of Science in Engineering Physics | 4 | C |
| Master of Science in Fire Safety Engineering | 4 | C |
| Master of Science in Geology | 4 | C |
| Master of Science in Industrial Engineering and Operations Research | 4 | C |
| Master of Science in Materials Engineering | 4 | C |
| Master of Science in Mathematics | 4 | C |
| Master of Science in Physics and Astronomy | 4 | C |
| Master of Science in Physics and Astronomy | 4 | C |
| Master of Science in Sociology | 4 | C |
| Master of Science in Sustainable Materials Engineering | 4 | C |
| Exchange programme in Economics and Business Administration | 4 | C |
| Exchange Programme in Political and Social Sciences | 4 | C |
| Postgraduate Programme in Innovation and Entrepreneurship in Engineering – Advanced | 4 | C |
| Postgraduate Programme in Innovation and Entrepreneurship in Engineering – Foundations | 4 | C |
| Preparatory Course Master of Science in Business Engineering | 4 | C |
| Elective Set Business Economics | 4 | C |
| Elective Set Economics | 4 | C |
| Elective Set Public Administration and Management | 4 | C |

Teaching languages

English

Keywords

Increase commitment, foster continuity, foster performance, foster adaptability, leadership skills

Position of the course

Regardless of the domain-specific specialization of the student or (future) manager, managing a team requires broader business skills. The success of their leadership will partly determine the success of the organization. That is why in practice more and more attention is being paid to these broader business skills and the understanding that these skills should be based on evidence-based management is also steadily growing. Starting from the human resource management cycle (HR cycle), this course covers business skills relevant to many academic specializations (such as engineers who will lead a laboratory or a department in the future). In the first phase of the HR cycle, the emphasis is on bringing the right people on board through job analysis and personnel selection. In the second phase of the HR cycle, employee performance management is central, in which the leader wants to inspire the employee and improve job performance by setting goals, providing feedback and conducting evaluation interviews. In the third phase of the HR cycle, it becomes crucial to support employees by investing in skills such as emotional intelligence, effective communication and feedforward conversations. In the fourth phase of the HR cycle, it becomes important to pursue innovation and sustainable careers through political skills, negotiation skills and conflict management skills.

Contents

- 1 Introduction to business skills
- 2 Business skills to have the right people on board and strive for continuity, such as job analysis and selection interviews
- 3 Business skills to promote enthusiasm and increase productivity such as goal-setting, strength-based feedback and appraisal conversations
- 4 Business skills to create commitment and cohesion such as emotional intelligence, effective communication and feedforward conversations
- 5 Business skills to promote agility such as conflict management and career coaching.
- 6 Business skills to promote sustainability such as authentic leadership.

Initial competences

No specific knowledge required.

Final competences

- 1 Be aware of the importance of required business skills for (future) leaders in addition to economic, technological and other domain-specific competences

2

Knowledge of theory in the field of business skills

3

Knowledge of empirical research in the field of business skills

4

Being able to analyze business skills based on challenges in the organizational context

Conditions for credit contract

Access to this course unit via a credit contract is unrestricted: the student takes into consideration the conditions mentioned in 'Starting Competences'

Conditions for exam contract

Access to this course unit via an exam contract is unrestricted

Teaching methods

Seminar, Lecture

Extra information on the teaching methods

- Ex cathedra classes
- Plenary exercises, cases

Study material

Type: Handbook

Name: How to grow as a people manager

Indicative price: € 46

Optional: no

Language : English

Author : Mieke Audenaert

ISBN : 978-9-46393-335-3

Number of Pages : 286

Oldest Usable Edition : Edition 1

Online Available : No

Available in the Library : Yes

Available through Student Association : Yes

Usability and Lifetime within the Course Unit : intensive

Type: Slides

Name: na

Indicative price: Free or paid by faculty

Optional: no

Available on Ufora : Yes

Online Available : Yes

References

Course content-related study coaching

- Feedback during the lessons

Assessment moments

end-of-term assessment

Examination methods in case of periodic assessment during the first examination period

Written assessment with multiple-choice questions, Written assessment

Examination methods in case of periodic assessment during the second examination period

Written assessment with multiple-choice questions, Written assessment

Examination methods in case of permanent assessment

Possibilities of retake in case of permanent assessment

not applicable

Extra information on the examination methods

Written exam that assesses the critical insights gained (amongst which possibly also insights about oneself)

Calculation of the examination mark

Exam (100%)

