



Tárgytematika

Félév: 2025/26/1

Tárgynév: Development of Soft Skills

Tárgykód: B19GMC26E

Felelős szervezet neve:	Vezetés- és Szervezéstudományi Intézet
Felelős szervezet kódja:	VSZI
Tárgyfelelős neve:	Szécskainé Dr. Németh Julianna
Tárgy követelménye:	Gyakorlati jegy
Tárgy heti óraszám:	0/2/0
Tárgy féléves óraszám:	

Oktatás célja:

It is difficult to acquire and develop several significant competencies to exit the labor market successfully during university studies. There are only a few simulated or real situations during the lectures which help to develop and improve soft skills and abilities. The individual workshops within the course are providing opportunities for students to learn about real workplace and business situations and challenges. They get to know various techniques which help them to consciously plan the next steps within the university and the phases of the exit to the labor market. Thanks to careful planning the risk of dropout is decreasing and the students are choosing a future that is more connected to their personality which will make them more balanced, satisfied, and healthier citizens and employees.

Upon the successful completion of this course, students should be able to:

1. Know and understand the difference between soft and hard competencies, and see the connection between skills, abilities and competencies (PILO1)
2. Know the individual territories of development and understand the crucial techniques(PILO1)
3. Be able to use various competency development techniques (PILO2)
4. Implements the interconnection of each technique and identifies synergy effects (PILO2)
5. Becomes capable of responsible implementation of individual and group work as part of an organization (PILO5)
6. Actively participate in the development of own competencies. Individually selects the necessary elements for improvement. (PILO7)
7. Act as a responsible citizen for the transition from higher education to the labor market. (PILO7)
8. Apply the learned competence elements during their studies and work, and pass them on to (their environment family, friends and co-workers) (PILO8)

Tantárgy tartalma:

1st class: Introduction, self-awareness – situation analysis

2-11 Classes: Workshop, training, coaching topics – 10 topics to choose from

1. Self-awareness - tests
2. Time management
3. Leadership Communication Basics



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Tantárgy tartalma:

4. UP online tools (Neptun, Teams, Moddle, O365) for academic purpose
5. Carrier paths of students: How to find your ideal job?
6. Major Hungarian Labour Law Regulations in Force
7. Useful tips for survey design and evaluation
8. Digital competencies and editing,
9. Financial awareness of how to save?
10. Carrier paths of students: Job seeking strategies
11. Innovation through Positive Dissent
12. Feedbacks – How to give, how to receive
13. Generational differences at the workplace
14. Career competencies 1: CV writing
15. Career competencies 2: Networking

12th class: Summary, discussion of semester paper aspects

Számonkérési és értékelési rendszere:

Formative assessment elements: Oral feedback on workshop activities, discussion of the solution of practical exercises during workshops.

Summative assessment elements:

Individual Assessment 100%

Group Assessment 0%

Name of the element	Weight	Type	Details	Retake
Active class participation	50%	Participation	Each student is required to participate in at least 10 workshops	no



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Számonkérési és értékelési rendszere:

Final summary paper	50%	Semester paper	one ret
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* Req.: Completion of the element is required to pass the course, irrespective of the performance in other elements.

AI may not be used in any form when completing the course or writing the semester paper.

Kötelező irodalom:

The lecture's slideshows from Moodle

Covey, S. R. (2014): Stephen R. Covey's Keys to Personal Development: How to Develop Your Personal Mission Statement, Focus, The 3rd Alternative. Franklin Covey

Ajánlott irodalom:

Ulrich, D. – Allen, J. – Brockbank, W. – Younger, J. – Nyman, M. (2009): HR transformation. Building Human Resources from the Outside. New York: McGrawHill. ISBN 978-0-071-6387-8

Stephen R. Covey: 7 Habits Of Highly Effective People: Revised and Updated. 2020. Simon & Schuster.