

Module: Professional Behaviour

Level	Bachelor	Short Name	ProBe
Responsible Lecturers	Beer, Sonja Dr.; Ladwig, Désirée H. Prof. Dr.		
Department, Facility	Mechanical Engineering and Business Administration		
Course of Studies	Business Administration and Engineering, Bachelor		
Compulsory/elective	Compulsory	ECTS Credit Points	5
Semester of Studies	6	Semester Hours per Week	4
Length (semesters)	1	Workload (hours)	150
Frequency	SuSe	Presence Hours	60
Teaching Language	English	Self-Study Hours	90

The following section is filled only if there is **exactly one** module-concluding exam.

Exam Type	Oral Exam	Exam Language	English
Exam Length (minutes)	90	Exam Grading System	One-third Grades
Learning Outcomes	<ul style="list-style-type: none"> • Knowledge of behavioural needs in organizations • Knowledge of leadership tools • Developed self reflection and key competencies • Giving and taking feedback as a supporting leadership method Knowledge and practice of tools for perceiving, describing and interpreting human behavior		
Participation Prerequisites			

The previous section is filled only if there is **exactly one** module-concluding exam.

Consideration of Gender and Diversity Issues	<ul style="list-style-type: none"> ✓ Use of gender-neutral language (THL standard) ✓ Target group specific adjustment of didactic methods ✓ Making subject diversity visible (female researchers, cultures etc.)
Applicability	
Remarks	n.

Module Course: Professional Behaviour

(of Module: Professional Behaviour)

Course Type	Exercise	Form of Learning	Presence
Mandatory Attendance	no	ECTS Credit Points	5
Participation Limit		Semester Hours per Week	4
Group Size		Workload (hours)	150
Teaching Language	English	Presence Hours	60
Study Achievements ("Studienleistung", SL)		Self-Study Hours	90
SL Length (minutes)		SL Grading System	

The following section is filled only if there is a course-specific exam.

Exam Type		Exam Language	
Exam Length (minutes)		Exam Grading System	
Learning Outcomes			
Participation Prerequisites			

The previous section is filled only if there is a course-specific exam.

Contents	<p>Self Management</p> <ul style="list-style-type: none"> • Personal strengths and weaknesses • Emotional competence <p>Presentation</p> <ul style="list-style-type: none"> • Techniques, tools and media for presentation • The importance of visualization <p>Intercultural competence</p> <p>Communication</p> <ul style="list-style-type: none"> • Perceptual processes, communication as a process • Body communication • How to communicate in difficult situations <p>Conflict management</p> <ul style="list-style-type: none"> • The Harvard Concept <p>Teamwork</p> <ul style="list-style-type: none"> • Benefits of teamwork – group synergy • How to build a successful team • Group Dynamics and Team Effectiveness <p>Moderating groups</p> <ul style="list-style-type: none"> • Moderation techniques • Conception and preparation of a workshop <p>Leadership</p>
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	<ul style="list-style-type: none"> • Key skills for leaders • Managing diversity and individual differences • Work motivation and performance • Goal-setting process
Literature	<ul style="list-style-type: none"> • Greenberg, J.; Baron,R.: Behavior in Organizations, Pearson 2010 • Schulz von Thun, F.: Miteinander reden I, 4. Aufl., Rowohlt 2014
Remarks	