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OPERATIONAL PROGRAMME  
SCIENCE AND EDUCATION  
FOR SMART GROWTH



SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI

APPLICATION for participation as LECTURER in project

BG05M2OPP001-2.09-0013 Doctoral Centre „St. Kliment Ohridski“

I. TRAINING PROGRAM:

Lecturers:	<b>Associate Professor, Danail Danov</b>
Institution/Faculty:	<b>Faculty for Educational Studies and Arts</b>
Title of the course:	<b>Development of 21<sup>st</sup> c. Skills: presentation, communication and management</b>
Duration and dates:	<b>15 weeks</b>

Workload	Training methods	Academic hours
Intramural	Lectures	30
	Seminars	0
	Practical exercises	0
<b>Total intramural workload</b>		<b>30</b>
Extramural	Presentations	
	Essays	
	Project work	30
	Field work	
	Desk research	30
<b>Total extramural workload</b>		<b>60</b>

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### **Annotation of the Training Course:**

The course aims at the formation, development and application of various key competencies, such as effective communication, leadership and management and presentation, all considered crucial for personal progress in 21<sup>st</sup> c. The course tackles in details the essence and key principles of successful communication, and brings about developed skills needed for team work, systemic analysis, strategic thinking, organizational management and project work.

### **Preliminary Requirements:**

Strong interest in pedagogy, psychology, and management.

### **Expected Results:**

At the end of the course students will:

- 1-Know the principles of effective communication;
- 2-Understand the role of successful presentation;
- 3-Be aware of the potential of organizational and situational analysis
- 4-Comprehend the principles of project work
- 5-Apply leadership principles in their daily work
- 6-Be able to communicate effectively with different target groups
- 7-Successfully design and manage projects
- 8-Be willing to achieve high efficiency
- 9-Be convinced about the importance of application of pro-active approaches in their work

### **Indicative Target Group:**

Undergraduates and post-graduates in pedagogy, communication, FLT, other fields.



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## II. Training Content:

No	Topic:	Number of hours
1	Introduction to the course	2
2	Effective communication: essence, principles	2
3	Communication styles and their effect on team work	2
4	Media skills: formulation of messages. Communication tools	2
5	The art of the interview: structure, types, importance of questions	2
6	Interviewees and audiences. Strategic approaches	2
7	Academic research	2
8	Aims, goal, objectives. Formulation of objectives and criteria for success	2
9	Strategy and strategic development. Tools for analysis	2
10	Situational analysis	2
11	Leadership and management	2
12	Project writing	2
13	Project management	2
14	Team work	2
15	Looking ahead: course round-up	2

## III. LITERATURE

1. Bee, R. Project Management: People Challenge, 2008
2. Chapman, C., Cycle Management, SAGE, 2001
3. Chikati, J. Project Proposal Writing Handbook, SAGE, 2002
4. Covey, S., The Speed of Trust, Barns and Noble, 2008
5. Covey, S., Principle Centered Leadership: Strategies for Personal and Professional Effectiveness, Barns and Noble, 2008
6. Knutson, J. Project Management: How to Plan and Manage Successful Projects, 2004
7. Rose, J., (2006), *Communication Styles in Communication and Team Work*, [www.suit101.com](http://www.suit101.com)
8. Watkins, M., *The First 90 Days*, Amazone, 2013

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