

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Komunikacijski trening
Course title:	Communication Skills Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Računalništvo in spletne tehnologije, visokošolski strokovni študijski program prve stopnje	-	Drugi ali tretji	Četrty ali šesti
Computer Science and Web Technologies, first cycle Professional Study Programme	-	Second or third	Fourth or sixth

Vrsta predmeta / Course type Izbirni / Elective

Univerzitetna koda predmeta / University course code: 2-RST-VS-IP-KT-2016-10-01

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	-	45	-	-	105	6

Nosilec predmeta / Lecturer:

Jeziki / Languages:	Predavanja / Lectures:	Slovenski / Slovenian, Angleški / English
	Vaje / Tutorial:	Slovenski / Slovenian, Angleški / English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:
Ni posebnih pogojev.

Prerequisites:
No special conditions.

Vsebina:

- *Uvod v predmet:* definicija, vloga in pomen medosebnega komuniciranja; pomen socialne interakcije in odnosov; kontekstualni in razvojni vidik medosebne komunikacije; funkcije medosebnega komuniciranja.
- *Ključna načela medosebnega komuniciranja:* neizogibnost, ireverzibilnost, kompleksnost, kontekstualna odvisnost.
- *Oblike in sestavni deli komuniciranja:* verbalna in neverbalna komunikacija;

Content (Syllabus outline):

- *Introduction to the course:* definition, role and significance of interpersonal communication; significance of social interaction and relationships; contextual and developmental aspects of interpersonal communication; functions of interpersonal communication.
- *Key principles of interpersonal communication:* unavailability, irreversibility, complexity, dependence on context.

<p>oblike govorov; sestavni deli komunikacijske tehnike.</p> <ul style="list-style-type: none"> • Znanje in veščine dobrega govorca, odnos do nastopov in predstavitev. • Etika komuniciranja. 	<ul style="list-style-type: none"> • <i>Forms and components of communication:</i> verbal and non-verbal communication; forms of speeches; components of a communication technique. • <i>Knowledge and skills of a good speaker, attitude towards performances and presentations.</i> • <i>Communication ethics.</i>
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Temeljni literatura in viri / Readings:

<ul style="list-style-type: none"> • Horgie, OWEN (2010) <i>Skilled Interpersonal Communication: Research, Theory and Practice</i>. London: Routledge. • Hartley, PETER (1999) <i>Interpersonal Communication</i>. London: Routledge. • Sloane, Thomas O. (2001) <i>Encyclopedia of Rhetoric</i>. Oxford: Oxford University Press.

Cilji in kompetence:

<p><i>Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:</i></p> <p><i>Splošne kompetence:</i></p> <ul style="list-style-type: none"> • sposobnost fleksibilne uporabe znanja v praksi • sposobnost oblikovanja kompleksnih in izvirnih idej, konceptov in rešitev določenih problemov • sposobnost identificiranja danega raziskovalnega problema, njegove analize ter možnih rešitev • sposobnost doseganja strokovne odličnosti na podlagi visoke ravni avtonomnosti, (samo)kritičnosti, (samo)refleksivnosti in (samo)evalviranja • razvoj komunikacijskih sposobnosti in spretnosti za komuniciranje na različnih družbenih ravneh <p><i>Predmetno-specifične kompetence:</i></p> <ul style="list-style-type: none"> • občutljivost za ljudi in socialno okolje ter razvoj komunikacijskih sposobnosti in spretnosti, posebej komunikacije v mednarodnem okolju • veščine retorike • etična refleksija in zavezanost profesionalni etiki v družbenem okolju s spoštovanjem načela neskrinatornosti in multikulturalnosti
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Objectives and competences:

<p><i>The instructional unit contributes to the development of the following general and subject-specific competences:</i></p> <p><i>General competences:</i></p> <ul style="list-style-type: none"> • ability to use the acquired knowledge in practice in a flexible manner • ability to form complex and original ideas, concepts and solutions to specific problems • ability to identify a given research problem, its analysis and possible solutions • ability to achieve professional excellence on the basis of a high level of autonomy (self-) criticism (self-) reflexivity and (self-) evaluation • development of communication skills to communicate at different societal levels <p><i>Subject-specific competences:</i></p> <ul style="list-style-type: none"> • sensitivity to other people and to the social environment, development of communication skills, especially those connected to the context of international environment • arts of rhetoric's • ethical self-reflection and commitment to professional ethics in a society, demonstrating respect towards indiscrimination and multicultural society • ability to establish and maintain cooperative relations required in team
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- zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z drugimi uporabniki in skupinami (lokalna skupnost, organizacije javne uprave, gospodarstvo, nevladne organizacije) ter zmožnost strpnega dialoga
- organizacijske in vodstvene spretnosti v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov, z obvladovanjem profesionalno–etičnih vprašanj
- komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami

- work and in working with other users and teams (local community, public administration organisations, economy, NGOs), and the ability to engage in tolerant dialogue
- organisational and leadership skills essential for operations within organisations, as well as understanding of individual values and collective value systems, and proficiency in dealing with professional and ethical questions
 - communication with experts from different areas of economy and social life, as well as with different interest groups

Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/študentka:

- pozna in razume pomen medosebnega komuniciranja
- pozna in razume ključne definicije, koncepte in funkcije medosebnega komuniciranja
- obvladuje osnove učinkovitega medosebnega komuniciranja, verbalnega in neverbalnega
- razume delovanje dejavnikov, ki vplivajo na uspešnost govorjenja in jih zna upoštevati v komunikacijskem procesu
- reflektira in kritično ovrednoti različne komunikacijske izkušnje

Intended learning outcomes:

Knowledge and understanding:

Student will:

- know and understand the significance of interpersonal communication
- know and understand key definitions, concepts and functions related to interpersonal communication
- master the basics of efficient interpersonal communication, verbal and non-verbal
- understand the functioning of factors, which influence successful speaking, and consider them during a communication process
- reflect upon and critically evaluate different communication experiences

Metode poučevanja in učenja:

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- *seminarske vaje* (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre)
- *eksperimentalne vaje*, ki temeljijo na izkušnjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog,

Learning and teaching methods:

- *lectures* with active student participation (explanation, discussion, questions, cases, problem solving)
- *seminars* (reflexion about experiences, project work, team work, method of critical thinking, discussion, feed-back, social games)
- *experimental exercises* based on experience, co-operation, problem learning (individual study, discussion, explanation, observation, team work, case study, method of critical reading and writing, role play, co-operative

sodelovalno učenje, portfolijo, evalvacija, samoocenjevanje)

- individualne in skupinske konzultacije (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)

learning, portfolio, evaluation and self-evaluation)

- *individual consultations* (discussion, additional explanation, treatment of specific questions)

Delež (v %) /

Weight (in %)

Načini ocenjevanja:

Assessment:

Način (pisni izpit, ustno izpraševanje, naloge, projekt):	Delež (v %) / Weight (in %)	Type (examination, oral, coursework, project):
• pisni/ustni izpit	50	• written/oral examination
• empirična seminarska naloga ali serija poročil z vaj	25	• seminar work or several written assignments
• verbalna predstavitev	25	• verbal presentation of seminar