



SOFT SKILLS SECTION – CENTRE OF LANGUAGES AND COMMUNICATION

If you want to invest in your personal development, the chances are you will find something interesting in the offer of „Soft skills section”.

If you are already familiar with communication principles and possess the communicative skills in your own language, you will quickly learn how to transfer them into English. If you lack the skills, you will have the opportunity

to learn about them and use them in a foreign language.

“Soft skills section” offers you the following courses: “Socializing and Small Talk”, “Meetings”, “Negotiating”, “Habits of Highly Effective People”, “How to Be Motivated and Learn Assertiveness”, “Effective Presentations”, “Intercultural Communication in Business” and two workshops: “Self-management” and “Scientific Presentations”. In addition,

some of the courses allow you to study further, taking advantage of online materials available on the Moodle platform.

As a result, you will be able to practice communication skills and develop your linguistic competence. Good luck!

Ewa Hołubowicz,
coordinator of the “Soft skills
section” in English

“SOFT SKILLS”- SOCIALIZING AND SMALL TALK (20H)

- Making contact
- Welcoming visitors
- Getting acquainted
- Entertaining a visitor
- Eating out
- Networking at a trade fair

“SOFT SKILLS”- MEETINGS (20H)

- Could we meet next week?
- Can we make a start now?
- Can I make a point here?
- I’m not sure I agree
- It’s a deal
- So, I think we’re finished for today

NEGOTIATING (20H)

- What is negotiation
- Preparing to negotiate
- Best alternative. Pause
- Active listening
- Questioning techniques

HABITS OF HIGHLY EFFECTIVE PEOPLE (20H)

- Being proactive
- Effective goal setting
- Prioritizing
- Successful delegation
- Win/win strategy

INTERCULTURAL COMMUNICATION IN BUSINESS (10 H)

- Theories In IC
- Types of Business Cultures
- Business Ethics In IC
- How to communicate with: Poles, Finns, Germans etc .

HOW TO BE MOTIVATED AND HOW TO LEARN ASSERTIVENESS? (20H)

- Assertiveness on motivation
- Three types of behavior: assertive, submissive and aggressive
- Theory X and Theory Y
- Fighting procrastination
- Effective time management

EFFECTIVE PRESENTATIONS (20H)

- How to prepare your presentation
- Ten simple rules for good presentation
- Tips and techniques for speeches and presentations
- Present like Steve Jobs
- Cross cultural presentations
- What's your presentation style?
- Delivering effective presentations
- Professional PowerPoint presentation
- Why do presentations and speeches fail?
- What annoys audiences about PowerPoint presentations?

SELF-MANAGEMENT WORKSHOP (20H)

- Group integration
- Interpersonal communication skills
- Transactional analysis
- Self-awareness
- Emotion management
- Skills in dealing with difficult situations/ personalities
- Stress management
- Assertiveness training
- Defense mechanisms

SCIENTIFIC PRESENTATIONS (20H) - WORKSHOP

CLC TEAMS

E-LEARNING TEAM

Coordinator: Krzysztof Olszewski, M.A.

MISSION AND GOALS

- Developing distance teaching at CLC
- Preparing materials for distance teaching
- Organising trainings:
 - for employees starting in the field of e-learning;
 - for employees conducting e-learning courses;
- Preparing distance learning courses;
- Distance teaching utilises Moodle, an open-source software platform.

Online classes are only in selected groups, after a teacher's decision.

Students can also take advantage of online language courses prepared by CLC teachers as a part of Engineering Era project. Address: <http://fomalhaut.clc.put.poznan.pl/moodle22/>

Language courses on the Moodle platform are accessible to everyone, the only condition is having an e-mail account at PUT, e.g. name.surname@put.poznan.pl

POLISH FOR FOREIGNERS

Coordinator: Barbara Tarko, M.A.

WRITTEN ENGLISH TEAM

Coordinator: Lilianna Anioła-Jędrzejek, Ph.D.

MISSION AND GOALS

- Developing the knowledge of employees and students of all PUT departments in the field of English written language.
- Promoting and teaching specific aspects of written English in its various forms and scientific papers, such as academic paper, articles, as well as official correspondence.
- Providing practical tools for learning writing in English.
- Providing methodical support to lecturers teaching writing in the target language.
- Giving the employees and students the opportunity of individual consultations.
- Organizing and conducting courses on various aspects of writing.
- Creating curricula for teaching writing in foreign languages.

WE OFFER THE FOLLOWING COURSES:

ACADEMIC WRITING for employees and PhD students:

- Written forms and issues necessary in academic writing: from a logical organization of the paper, through paragraphs, summaries, abstracts and articles, including different formats of resources;
- Coherence and cohesion tools: grammatical structures, academic vocabulary.
- Courses in foreign language correspondence
- Correspondence for administrative workers
- Correspondence courses for selected fields of study (Management and Logistics)
- Scope: practical applications of formal and official correspondence

CURRENT ACTIVITIES:

- Individual consultations
 - Courses in foreign language correspondence for administrative and academic employees
 - Further editions of academic writing courses for employees publishing and beginning to publish their scientific work
 - Workshops with experts from the Great Britain and the US.
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TRANSLATION TEAM

Coordinator: Agnieszka Sokołowska, M.A.

MISSION AND GOALS

- Doing professional translations and proofreading of technical and scientific texts, for employers from PUT and CLC, between English, German, Spanish and Polish,
- Doing certified translations from Polish to English and from English to Polish.

Our team has nine translators from and into English, including two sworn translators, two German and two Spanish translators. We are academic teachers, working with technical vocabulary on a daily basis. We can boast many years of experience in translating texts from various fields. We have translated different types of texts: press and promotional articles, general texts on culture and art history, legal and economy-oriented texts, and – most importantly – specialist technical papers. In our work we rely on dependable sources and knowledge, and therefore we do not use electronic translating tools.

LANGUAGE CERTIFICATES TEAM

Coordinator: Edyta Olejarczuk, M.A.

Our team's members are the employees of CLC, experienced

lecturers and examiners of English, German, Spanish and French. We offer preparatory courses for business examination in the four mentioned languages.

OUR ACTIVITIES:

- preparing and conducting Bulats examination in English, German, Spanish and French,
 - issuing certificates confirming knowledge of a foreign language,
 - promoting language certificates among students and employees of PUT and giving presentations on available language certificates,
 - preparing and conducting commercial courses preparing for business examinations,
 - cooperating with Cambridge ESOL.
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LANGUAGE COURSES FOR EMPLOYEES AND STUDENTS

Coordinator: Henryk Szymański, eng.

Commercial courses at CLC focus on the communicative method, putting emphasis on practical applications of language in private and professional life, both in speech and in writing. We are also open to the latest trends in teaching, such as blended learning – combining classes in groups with individual work with multimedia materials on an online platform.

During the courses preparing for language certificates learners gain not only linguistic competences, but also learning and test-solving strategies.

SOFT SKILLS TEAM

**Coordinator: Ewa Hołubowicz, M.A.,
Ewa Kapałczyńska, M.A.**

MISSION AND GOALS:

- Increasing learners' knowledge of foreign languages (English of German), with emphasis on easy communication in professional environment,
- Improving their foreign language speaking skills,
- Teaching specific skills combined with teaching a foreign language in the context of interpersonal relations, conducting meetings, negotiations, presentations, public speaking, etc.,
- Developing their soft skills during workshops.