

<b>Subject:</b> PRESENTATION SKILLS DEVELOPMENT	<b>Neptun code:</b> AMEPS0KBNE	<b>Weekly hours:</b> e-learning course 0 lectures+2 seminar+0 lab
<b>Credit: 3</b> <b>Requirement:</b> mid-year degree	<b>Prerequisites:</b> -	
<b>Lecturer:</b> Dr. Pogatsnik Monika	<b>Position:</b> associate professor	<b>Institute name:</b> Óbudai Egyetem Alba Regia Műszaki Kar, Mérnöki Intézet
<b>Assessment and verification procedures:</b> Online tests and homeworks		
<b>Material:</b>		
<p><b>Goal:</b> As machines can perform an increasing range and variety of tasks, individuals will need to develop the skills that humans excel at, such as social-emotional skills or creativity. While the importance of social-emotional skills will increase in the future job market, they are highly valued by employers at present, too. Motivation to perform, good communications skills, the ability to work in a team, flexibility/adaptability are frequently mentioned among the required skills of the optimal applicant. However, except for jobs requiring a high level of specific technical knowledge, employers often focus more on cheerful attitudes and soft skills as they treat these skills as less trainable. They also have less capacity to develop these skills in their employers.</p> <p>In the framework of our innovative OPENSEL project, partners from Hungary, the Netherlands, and Malta collaborate to create three Massive Open Online Courses (MOOC) for higher education students developing social-emotional skills that are highly relevant for employability: presentation skills, teamwork skills, stress management skills.</p> <p><b>The presentation skills development MOOC (IO1)</b> will cover topics such as: creating a presentation about a topic, including ways of creating an interesting, convincing script about the topic, structuring, and designing slides, interacting with the audience, delivery of presentations of different lengths, and presenting oneself during job interviews.</p> <p><b>Topics:</b></p> <ol style="list-style-type: none"> <li>1. Presentation Preparatory Steps</li> <li>2. Choosing your Content</li> <li>3. Creating a perfect PowerPoint</li> <li>4. Communication</li> <li>5. Connecting with your audience</li> <li>6. Practice makes Perfect</li> <li>7. Technicalities</li> <li>8. Evaluating Ourselves</li> <li>9. Gathering Necessary Information</li> <li>10. Preparing for an Interview</li> <li>11. Making a good Impression</li> <li>12. Standing Out</li> </ol>		
<b>Competences:</b>		
<p>Presentation Skills Competency: interact with the audience; transmit the messages with clarity; engage the audience in the presentation; and interpret and understand the mindsets of the listeners.</p> <p>Public Speaking Competency</p>		
<b>Bibliography:</b>		
12 Handbooks in the Moodle Course		