

Óbudai Egyetem Alba Regia Kar		
Subject and Neptun code: Teamwork Skills development, AMETS0KBNE/Elearning Crdit: 3		
Requirement: mid-year degree		
Lecturer:	Bekk Tímea	
Weekly hours:	seminar: 2	labor: -
The curriculum		
<p><i>Educational objective:</i>The Teamwork Skills MOOC (IO2) will cover topics such as: The course focuses on teamwork. The lessons will help you become a better team member in any organisation you may be part of.</p> <p>Assessment procedures:</p> <ul style="list-style-type: none"> • Each topic has a digital study material in text and video to continue. • Each topic has a short test, which must be completed with at least 80%. <p>The homework is to write 3 studies after every 4th lesson and after completing the practice tests, a final test must be completed.</p>		
Material		
<p>The goal is to understand the role of teamwork and individual work, and to recognize when which form is most effective. It is important to learn about the development stages of teams and how team dynamics work, and to develop social skills - especially in terms of empathy, active listening and assertive communication. The development of effective team communication, the giving and receiving of constructive feedback, and the strengthening of leadership skills are given priority. With the help of brainstorming techniques, it becomes possible to generate creative ideas while learning about different types of teams, including virtual, remote forms of collaboration. In addition, the goal is to recognize and deal with possible pitfalls that may occur during teamwork.</p> <p>Topics</p> <ol style="list-style-type: none"> 1. Teamwork/ Individual work/ Collaboration 2. Development of Teams 3. Managing Team Dynamics 4. Social Skills 5. Social Skills 6. Effective Team Communication 7. Feedback 8. Leadership 9. Brainstorming 10. Types of Teams 11. Virtual/ Remote Teams 12. Pitfalls 		
Method of replacement		
Method of replacement:	<p>All topics have digital course materials in text and video format for further study.</p> <p>There is a short test in each subject, which must be passed with at least 80%. You have 3 tests.</p> <p>After every 4th topic there is an exercise.</p> <p>For a detailed description of the assignment, see the section to be submitted.</p>	
Signature condition:	<p>The course ends with the final test. The final exam is the final exam which can be taken once and must be passed with 80%.</p> <p>Assignments submitted after the deadline will not be evaluated!</p>	