**Business Skills (ECTS credits: 6)**

Language: the course is offered in English, Serbian and Hungarian.

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**Course description:**

The goal of the course is to help students as micro entrepreneurs start up a business, to improve their existing business or to help them as employers in their business practice, by teaching a set of core business skills: communication skills, finance management skills, IT skills, leadership skills, sales and presentation skills, team building skills, time management skills, etc. Business skills include all the soft skills.  The soft skills include critical thinking, leadership skills, problem solving, effective communications, verbal communication, time management, public speaking, presenting, leadership, decision making and more.

This course covers, both as lectures and practices, the following topics:

1. Introduction
2. Communication skills
3. Finance management skills
4. Starting a business skills
5. Data management
6. Customer service
7. Effective leadership
8. Decision making
9. Conflict management
10. Team building
11. Time management
12. Public speaking
13. Making of presentation
14. Interviewing skills
15. Closing remarks

**Aims:**

The goals are the following:

* This Business skills course will help students to develop the skills that are essential for all leaders and managers,
* Students may adopt different qualities, techniques for motivating and coaching their team, develop emotional skills, and learn how to maximize use of time,
* Students will learn about the rules of communication, the importance of non-verbal communication and how to develop effective listening skills,
* Students will then learn how to build rapport with their colleagues,
* Students will also learn how influence works and how to strengthen their skills of influence and persuasion,
* Students will learn how to plan and develop an effective presentation,
* Students will learn about the key communication skills needed for successful team meetings,
* Also, they will learn about the importance of creating and distributing minutes of the meeting.