

ACADEMIC YEAR: 2018-2019

COURSE: Laboratory skills

TYPE OF EDUCATIONAL ACTIVITY: (Basic, Characteristic, Affine, Free choice, Other) **Curricular**

LECTURER: dott. Davide Scalone

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cellulare (facoltativo):

Language: Italian

ECTS: 1 Lectures

n. of hours: 20 h lectures

Campus: Potenza
Dept./School: School of
Agriculture, Forest, Food and
Environmental Sciences
Program: MSc in Food Science
and Technology

Semester : 2

EDUCATIONAL GOALS AND EXPECTED LEARNING OUTCOMES

The teaching activity aims to promote the development of transversal skills in its participants, which represent a set of individual characteristics necessary for effective work performance. Being 'transversal', these skills can be activated in any professional position that requires them, and can be of a constructional, relational or cognitive nature, such as: result orientation, initiative, adaptability, empathy, leadership, conflict management, persuasion, group management, self-awareness, self-control, pattern recognition, systemic thinking, verbal communication, etc.

The course aims to accompany the participants in an exciting journey aimed at the deep understanding of their strengths and areas of improvement, the definition of their career goals and the identification of ways to achieve them, defining a development plan individual, useful for the preparation of their insertion in the labor market. The course constitutes a learning base that can be spent in different professional paths and target sectors.

More specifically, the activity aims to achieve these objectives:

- The definition of one's ideal working life
- Evaluation of one's own skills and learning style
- The interpretation of feedback on oneself: one's own strengths and weaknesses
- Propose elements of reflection that promote the ability to operate with awareness of their choice of training and work
- Encourage the possibility of realistically delineating one's professional goal, asking for a comparison with some data that allow a better understanding of one's own context
- Present opportunities and "tools" that can help in achieving their professional goal through active job search
- Present tools and techniques for active job search

PRE-REQUIREMENTS: For a profitable attendance to the course it is advisable to have carried out the curricular internship;

SYLLABUS: The course is divided in 5 teaching blocks.

Leadership and team work

- Leadership
- Styles and interpersonal negotiation strategies
- Conflict management as a lever to encourage change
- Management of cooperation and competition dynamics
- Communication styles for achieving goals
- Different types of team work
- Different roles within the team
- Working in a team to tackle problems, design solutions, produce collective results
- Group decision processes
- Cooperation and conflict

Check up of incoming skills

Skill's definition

Diagnose their personal skills and resources, the qualities of their behavioral styles and their own thought processes

Communication

- The communication process;
- Non-verbal communication

Active job search techniques

- Professional profiles most sought after by companies
- Labor market trends
- What companies looking for staff are looking for
- How to structure an effective professional project
- How to structure an effective action plan
- Main means to be used for a job search
- Focus on the main online job search channels
- Identification of one's professional goal
- Active job search tools / Self-marketing tools:
 - Curriculum vitae
 - How to hold a selection interview
 - The most used selection tools (aptitude tests, personality tests, group tests, ..)
- Realistic balance of the professional training and work experience
- Rereading and evaluation of one's own professional, training and work experience

Check up of outgoing skills

- Diagnosing one's own personal skills and resources, the quality of one's behavioral styles and one's own thought processes after the training experience
- Make a realistic assessment of personal and work experience
- Reconstruct and evaluate your training, professional and personal experience in the light of the completed training experience
- Outgoing Skills Balance based on skills in input and output
- Drafting of your professional project.

TEACHING METHODS

The course includes 20 hours of lessons. In addition to lectures, students will be encouraged to participate and learn actively with exercises of various kinds. The problem solving and problem finding skills and communication skills will also be stimulated in the implementation of classroom exercises and simulations.

Simulations, role-playing games and case histories will also be held.

EVALUATION METHODS

For the students attending the course there will be an oral exam and a practical test consisting in a simulation of an active job search process.

TEXTBOOKS AND ON-LINE EDUCATIONAL MATERIAL

During the course will be distributed educational materials by the teacher (handouts, tests, videos). This material is sufficient for passing the exam tests only if coupled to the attendance at lectures and exercises.

INTERACTION WITH STUDENTS

The educational material (slides, exercises, educational material, video) will be provided to students who attend the course by sharing a folder on a cloud storage system or delivered on a USB pen.

Reception hours can be agreed with the teacher but, indicatively, will include at least one hour per week (Tuesday).

The teacher is still available to students even outside reception hours by appointment by e-mail



**SCUOLA DI SCIENZE
AGRARIE, FORESTALI,
ALIMENTARI
ED AMBIENTALI**

EXAMINATION SESSIONS ¹

16/7/2019, 23/7/2019.

EVALUATION COMMITTEE

dr. Davide Scalone (president), Prof. Giovanni Carlo Di Renzo (member), Prof. Giuseppe Altieri (replacement member)

SEMINARS BY EXTERNAL EXPERTS SI NO

FURTHER INFORMATION

¹ Subject to possible changes: check the web site of the Teacher or the Department/School for updates