

## UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Komunikacijski trening
<b>Course title:</b>	Communication Skills Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Informatika v sodobni družbi, visokošolski strokovni in univerzitetni študijski program prve stopnje	-	Drugi ali tretji	Četrty ali šesti
Informatics in Contemporary Society, first cycle Professional Study Programme and Academic Study programme	-	Second or third	Fourth or sixth

**Vrsta predmeta / Course type**

Izbirni / Elective

**Univerzitetna koda predmeta / University course code:**

1-ISD-VS,UN-IP-KT-2016-06-21

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
15	-	60	-	-	105	6

**Nosilec predmeta / Lecturer:**

**Jeziki / Languages:**

**Predavanja / Lectures:** Slovenski, angleški / Slovene, English

**Vaje / Tutorial:** Slovenski, angleški / Slovene, English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Pogoj za vključitev v delo je vpis v 2. ali 3. letnik študija.

Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

**Prerequisites:**

Condition for participation is enrolment into 2<sup>nd</sup> or 3<sup>rd</sup> year of study.

The student is obliged to prepare and defend his/her seminar paper before the admission to the examination.

**Vsebina:**

- *Uvod v predmet.* Definicija, vloga in pomen medosebnega komuniciranja; pomen socialne interakcije in odnosov; kontekstualni in razvojni vidik medosebne komunikacije; funkcije medosebnega komuniciranja.
- *Ključna načela medosebnega komuniciranja:* neizogibnost, ireverzibilnost, kompleksnost, kontekstualna odvisnost.
- *Oblike in sestavni deli komuniciranja:* verbalna in neverbalna komunikacija; oblike govorov; sestavni deli komunikacijske tehnike.
- *Znanje in veščine dobrega govorca, odnos do nastopov in predstavitev.*
- *Etika komuniciranja.*

**Content (Syllabus outline):**

- *Introduction to the course.* Definition, role and the importance of interpersonal communication; the importance of social interaction and relationships; contextual and developmental aspects of interpersonal communication; functions of interpersonal communication.
- *Key principles of interpersonal communication:* the inevitability, irreversibility, complexity, contextual dependence.
- *Forms and components of communication:* verbal and non-verbal communication; types of speeches; components of communication techniques
- *Knowledge and skills of a good speaker, relationship to performances and presentations.*
- *The ethics of communication.*

**Temeljni literatura in viri / Readings:**

- Hartley, P. (1999). *Interpersonal Communication.* London : Routledge.
- Argyle, M. (1994). *The Psychology of Interpersonal Behaviour.* London [etc.] : Penguin Books.
- Luciantes, J. L., Condit, C. M., Caudill, S. (1999). *Contemporary Rhetorical Theory: A Reader.* London: Guilford Press.
- Sloane, T. O. (2001). *Encyclopedia of Rhetoric.* Oxford : Oxford University Press.

**Cilji in kompetence:**

*Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:*

- sposobnost fleksibilne in aplikativne uporabe teoretičnega znanja
- zmožnost vzpostavljanja in vzdrževanja odnosov za delo v skupini in z drugimi uporabniki ter skupinami (lokalna skupnost, organizacije javne uprave, gospodarstvo, nevladne organizacije)
- sposobnost etične refleksije in zavezanost profesionalni etiki v

**Objectives and competences:**

*The instructional unit contributes to the development of the following general and subject-specific competences:*

- ability to flexibly apply knowledge in practice
- ability to establish and maintain relationships for group-work as well as with other users and groups (local communities, public administration organizations, industry, non-governmental organizations)
- ability to ethical reflexion and commitment to professional ethics in the social environment

- družbenem okolju
- organizacijske in vodstvene spretnosti ter uporaba v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov za obvladovanje profesionalno-etičnih vprašanj
  - komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami

- managerial and leadership skills and their use in institutions, while understanding individual values and group value systems for the management of professional – ethical questions
- communication with experts from various fields of economic and social life and with various interest groups

### **Predvideni študijski rezultati:**

Znanje in razumevanje:

*Študent/študentka:*

- pozna in razume pomen medosebnega komuniciranja
- pozna in razume ključne definicije, koncepte in funkcije medosebnega komuniciranja
- obvladuje osnove učinkovitega medosebnega komuniciranja, verbalnega in neverbalnega
- razume delovanje dejavnikov, ki vplivajo na uspešnost govorjenja in jih zna upoštevati v komunikacijskem procesu
- reflektira in kritično ovrednoti različne komunikacijske izkušnje

### **Intended learning outcomes:**

Knowledge and understanding:

*The student:*

- knows and understands the importance of interpersonal communication
- knows and understands key definitions, concepts and functions of interpersonal communication
- understands the basics of effective interpersonal communication, verbal and non-verbal
- understands the functioning of factors that affect the success of speaking and knows how to take them into account in the communication process
- reflects and critically evaluates different communication experiences

**Metode poučevanja in učenja:**

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- *seminarske vaje* (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, diskusija, sporočanje povratne informacije, socialne igre)
- *eksperimentalne vaje*, ki temeljijo na izkušnjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog, sodelovalno učenje, portfolijo, evalvacija, samoocenjevanje)
- individualne in skupinske *konsultacije* (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)
- *oblikovanje portfolija in samostojen študij* (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje)

**Learning and teaching methods:**

- *lectures* with active students' involvement (explanation, discussion, questions, examples, problem solving)
- *seminar practice* (reflection on the acquired knowledge, project work, team work, critical thinking methods, discussions, feedback messaging, social games)
- laboratory tutorials that are based on experiential, collaborative and problem-based learning (self-study, discussion, interpretation, observation, teamwork, case study, methods of critical reading and writing, role playing, cooperative learning, portfolio, evaluation, self-assessment)
- individual and group *consultations* (discussion, additional explanation, dealing with specific questions)
- creation of a portfolio and individual study (motivation, guidance, self-observation, self-regulation, reflection, self-evaluation)

**Načini ocenjevanja:**Delež (v %) /  
Weight (in %)**Assessment:**

Način (pisni izpit, ustno izpraševanje, naloge, projekt):	Delež (v %) / Weight (in %)	Type (examination, oral, coursework, project):
<ul style="list-style-type: none"> <li>• pisni/ustni izpit</li> </ul>	30	<ul style="list-style-type: none"> <li>• written/oral exam</li> </ul>
<ul style="list-style-type: none"> <li>• empirična seminarska naloga s poročili seminarskega dela in eksperimentalnih vaj</li> </ul>	30	<ul style="list-style-type: none"> <li>• empirical seminar paper with reports of seminar work and laboratory work</li> </ul>
<ul style="list-style-type: none"> <li>• predstavitev seminarske naloge</li> </ul>	40	<ul style="list-style-type: none"> <li>• presentation of seminar paper</li> </ul>