IDENTIFYING DATA

Business: Communication skills and leadership

Subject	Business: Communication skills and leadership
Code	O06G151V01105
Study programme	Grado en Ingeniería Informática

Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Basic education	1st	2nd

Teaching language	#EnglishFriendly Galician
Department	
Coordinator	Domínguez Vila, Trinidad
Lecturers	Blanco Cerradelo, Lidia Domínguez Vila, Trinidad Rodríguez de la Fuente, Marta
E-mail	trinidad@uvigo.es
Web	http://moovi.uvigo.gal
General description	This *asignatura looks for to develop and facilitate tools that *implementen the techniques of communication and leadership, so much individual how collective. It Will employ the English in any typology of exercise. English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.

Training and Learning Results

Code	
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
B9	Ability to solve problems by taking the initiative, making decisions and acting independently and creatively. Ability to communicate the knowledge contents, skills and abilities of the Computer Science Engineer profession.
C9	Ability to understand the importance of negotiation, effective work habits, leadership and communication skills in every environment of software development.
D2	Ability to communicate orally and in writing in the Galician language.
D4	Analysis, synthesis and evaluation capacity
D5	Organizational and planning skills
D6	Ability to abstract: ability to create and use models that reflect real situations
D7	Ability to search, relate and structure information from various sources and to integrate ideas and knowledge.
D8	Ability to work in situations of lack of information and / or under pressure
D9	Ability to quickly integrate and work efficiently in unidisciplinary teams and to collaborate in a multidisciplinary environment
D10	Interpersonal relationship skills.
D11	Critical thinking
D12	Leadership
D13	Entrepreneurial spirit and professional ambition
D14	Have motivation for quality and continuous improvement

Expected results from this subject

Expected results from this subject	Training and Learning Results

New			A4		C9	D2
						D9
						D10
						D12
						D14
New			A2	B9	C9	D2
			A5			D4
						D5
						D6
						D7
						D8
						D9
						D10
						D11
						D12
						D13

Contents

Topic	
PART *I: COMMUNICATION	1. Technical and personal competitions in the direction
	2. Skills of communication stop the direction
	3. Techniques for *falarr in public
	4. Do and receive critical
SPLIT II: LEADERSHIP	1. Leadership
	2. Techniques of effective negotiation
	3. Motivation and change of *conducta
	4. Management of the tension

Planning

	Class hours	Hours outside the classroom	Total hours
Problem solving	18	22	40
Presentation	10	20	30
Mentored work	8	12	20
Seminars	4	6	10
Lecturing	15	15	30
Problem and/or exercise solving	5	5	10
Presentation	5	5	10

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Problem solving	Technique by means of which the students owe to resolve an exercise exposed, from the knowledges worked.
Presentation	Verbal exhibition in the that the students and the teaching staff *interaccionan of tidy way, presenting questions, exposing subjects, works, concepts, or principles of dynamic form.
Mentored work	Low realized works the supervision of the teaching staff.
Seminars	Support, attention and resolution of doubts and/or questions of the students.
Lecturing	Exhibition by part of the @docente of the contained basic of the subject supplemented with the half *multimedia available.

Personalized assistance

Methodologies	Description
Mentored work	The students will have continuous tracking and an attention customized and of group. The activity customized is an academic activity that has how aim repair in the needs and queries of the students in relation that subject
Seminars	The students will have continuous tracking and an attention customized and of group. The activity customized is an academic activity that has how aim repair in the needs and queries of the students in relation that subject.

Assessment

Description	Qualification	Training and Learning Results

Problem solving	Assistance and resolution of cases proposed in the practical groups. Results of learning evaluated: FROG1, FROG2	40		C9	D8 D9 D10 D12 D13 D14
Presentation	Oral exhibitions where will value mainly the communicative skills Results of learning evaluated: FROG1, FROG2	35		C9	D9 D10 D12 D13 D14
Mentored work	It Will value provide them and bear of support to the communication, the capacity of realization of works, the research of information of quality, the work in team, as well as you provide them of leadership. Results of learning evaluated: FROG1, FROG2	20		C9	D9 D10 D12 D13
Problem and/or exercise solving	These proofs looks for to evaluate the assimilation of the contained of the subject to practical level. Results of learning evaluated: FROG1, FROG2	5	A2 A4 A5	B9 C9	D2 D4 D5 D6 D7 D8 D9 D10 D11 D12 D13 D14

Other comments on the Evaluation

CONTINUOUS ASSESSMENT OF STUDENTS

- It is understood that all students who take any of the tests have followed the continuous assessment procedure indicated above.

- The previous evaluation is valid for students who carry out continuous evaluation. The student must pass each of the assessment tests listed above to pass the subject with a minimum of 5.

 - If a student does not take any of the tests, a grade of 0 will be assigned.

- The calendar of evaluation tests officially approved by the ESEI Central Board is published on the website http://www.esei.uvigo.es.

GLOBAL EVALUATION OF THE STUDENTS

- It is considered that the student who does not make the first oral presentation will opt for the global evaluation.

- For students who do not opt for continuous assessment, the procedure will be a set of tests that will account for 100% of the grade for the subject. To pass the subject it is ESSENTIAL to obtain a score equal to or greater than 5 out of 10.

Test 1.1: Troubleshooting

Description: Objective test that will include the evaluation of practical concepts.

Applied methodology: Problem solving and/or exercises Grade: 40%

Minimum: You must score a minimum of 5 out of 10.

Evaluated skills: C9, D8, D9, D10, D12, D13, D14.

Evaluated learning outcomes: LO1, LO2.

Test 1.2: Problem solving and/or exercises

Description: Objective test that will include evaluation of applied theoretical concepts.

Applied methodology: Problem solving and/or exercises

% Qualification: 5%

% Minimum: You must score a minimum of 5 out of 10.

Evaluated skills: A2, A4, A5, B9, C9, D2, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14.

Evaluated learning outcomes: LO1, LO2.

Test 2: Problem solving and/or exercises

Description: Objective test that will include evaluation of applied theoretical concepts.

Applied methodology: Problem solving and/or exercises

% Qualification: 20%

% Minimum: You must score a minimum of 5 out of 10.

Evaluated skills: A2, A4, A5, B9, C9, D2, D4, D5, D6, D7, D8, D9, D10, D11, D12, D13, D14.

Evaluated learning outcomes: LO1, LO2.

Test 3: Presentations

Description: Oral presentations where communication skills will be mainly evaluated

Applied methodology: Realization of oral presentations.

% Grade: 40%

% Minimum: You must score a minimum of 5 out of 10.

Evaluated skills: C9, D9, D10, D11, D12, D13, D14.

Evaluated learning outcomes: LO1, LO2.

EVALUATION CRITERIA FOR EXTRAORDINARY CALL AND FINAL DEGREE
- The continuous and global evaluation systems described above will be used.

QUALIFICATION PROCESS - Regardless of the evaluation system and the call, if you do not pass any part of the evaluation, but the overall mark is greater than 4 out of 10, the mark in the minutes will be 4.

EVALUATION DATES - The dates of the tests corresponding to the continuous assessment system will be published in the calendar of activities available on the ESE website https://esei.uvigo.es/es/docencia/horarios/ - The official exam dates of the different calls, officially approved by the ESEI Central Board, are published on the ESEI website https://esei.uvigo.es/es/docencia/horarios/

USE OF MOBILE DEVICES All students are reminded of the prohibition on the use of mobile devices in exercises and practices not authorized to do so, in compliance with article 13.2.d) of the University Student Statute.

CONSULTATION AND/OR REQUEST FOR TUTORIALS The tutorials can be consulted through the personal page of the teaching staff, accessible through https://esei.uvigo.es/es/docencia/profesorado/

Sources of information
Basic Bibliography
Complementary Bibliography
Bergström, B., **Técnicas esenciales de comunicación visual**, 9788493588199, 1ª edición, PROMOPRESS, 2009
Bernal García, J.J. et al., **20 herramientas para la toma de decisiones: Método del caso**, 9788493602819, Especial directivos, CissPraxis, 2007
Boyatzis, R., **Liderazgo emocional**, 9788423423590, Deusto, 2006
Cardona Soriano, P.; García Lombardía, P., **Cómo desarrollar las competencias de liderazgo**, 978-84-313-2309-7, 5ª edición, EUNSA. Ediciones Universidad de Navarra, S.A., 2016

Clark, C., **Cómo transmitir instrucciones con eficacia : técnicas para mejorar la comunicación en las reuniones de trabajo**, 84-234-1677-1, Deusto, 1999

Domínguez, C., **Técnicas de expresión oral : o uso expresivo da voz**, 978-84-8288-777-7, Galaxia,

Medrano Martínez, C.L., **Outros 50 xogos de lingua: técnicas de comunicación oral e escrita**, 978-84-8302-239-9, Última edición dispoñible, Xerais, 1998

Merayo Pérez, A., **Curso práctico de técnicas de comunicación oral**, 978-84-309-3736-3 84-309-3736-6, 2ª edición, Tecnos, 2001

Slideshare, **Presentaciones**,

TED Talk, **https://www.ted.com/talks?language=es**,

Recommendations

Other comments

It recommends to had surpassed to *mairoía of the credits of forcing (*alomenos 150 ECTS).

Clark, C., **Cómo transmitir instrucciones con eficacia : técnicas para mejorar la comunicación en las reuniones de trabajo**, 84-234-1677-1, Deusto, 1999

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