UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	Komunikacijski trening
Course title:	Communication Skills Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Računalništvo in spletne tehnologije, visokošolski strokovni študijski program prve stopnje	-	Drugi ali tretji	Četrti ali šesti
Computer Science and Web Technologies, first cycle Professional Study Programme	-	Second or third	Fourth or sixth

Vrsta predmeta / Course type   Izbirni / Elective

Univerzitetna koda predmeta / University course code: 2-RST-VS-IP-KT-2020-05-14

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	-	45	-	-	105	6

Nosilec predmeta / Lecturer: prof. dr. Mateja Rek

Jeziki / **Languages:**	**Predavanja /** **Lectures:**	Slovenski / Slovenian, Angleški / English
	Vaje / Tutorial:	Slovenski / Slovenian, Angleški / English

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

Prerequisits:

Ni posebnih pogojev.

No special conditions.

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;

Content (Syllabus outline):

- *Introduction to the course:* definition, role and significance of interpersonal communication; significance of social interaction and relationships; contextual and developmental aspects of interpersonal communication; functions of interpersonal communication.
- *Key principles of interpersonal communication:* unavoidability, irreversibility, complexity, dependence on context.

oblike govorov; sestavni deli komunikacijske tehnike.	• *Forms and components of communication*: verbal and non-verbal communication; forms of speeches; components of a communication technique.
• *Znanje in veščine dobrega govorca, odnos do nastopov in predstavitev.*	• *Knowledge and skills of a good speaker, attitude towards performances and presentations.*
• *Etika komuniciranja.*	• *Communication ethics.*

Temeljni literatura in viri / Readings:

- Rek, M. (2019). *Umetnost komuniciranja v kontekstu pozne moderne.* Ljubljana: Vega Press.
- Hargie, O. (2020). *The Handbook of Communication Skills.* Routledge.
- Orey, M. (2015). *Communication* Skills Training. Atd Press.

Cilji in kompetence:	Objectives and competences:
Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:	*The instructional unit contributes to the development of the following general and subject-specific competences:*
Splošne kompetence:	*General competences:*
• sposobnost fleksibilne uporabe znanja v praksi	• ability to use the acquired knowledge in practice in a flexible manner
• sposobnost oblikovanja kompleksnih in izvirnih idej, konceptov in rešitev določenih problemov	• ability to form complex and original ideas, concepts and solutions to specific problems
• sposobnost identificiranja danega raziskovalnega problema, njegove analize ter možnih rešitev	• ability to identify a given research problem, its analysis and possible solutions
• sposobnost doseganja strokovne odličnosti na podlagi visoke ravni avtonomnosti, (samo)kritičnosti, (samo)refleksivnosti in (samo)evalviranja	• ability to achieve professional excellence on the basis of a high level of autonomy (self-) criticism (self-) reflexivity and (self-) evaluation
• razvoj komunikacijskih sposobnosti in spretnosti za komuniciranje na različnih družbenih ravneh	• development of communication skills to communicate at different societal levels
Predmetno-specifične kompetence:	*Subject-specific competences:*
• občutljivost za ljudi in socialno okolje ter razvoj komunikacijskih sposobnosti in spretnosti, posebej komunikacije v mednarodnem okolju	• sensitivity to other people and to the social environment, development of communication skills, especially those connected to the context of international environment
• veščine retorike	• arts of rhetoric's
• etična refleksija in zavezanost profesionalni etiki v družbenem okolju s spoštovanjem načela neskriminatornosti in multikulturnosti	• ethical self-reflection and commitment to professional ethics in a society, demonstrating respect towards indiscrimination and multicultural society
	• ability to establish and maintain cooperative relations required in team

• zmožnost vzpostavljanja in vzdrževanja kooperativnih odnosov za delo v skupini in z drugimi uporabniki in skupinami (lokalna skupnost, organizacije javne uprave, gospodarstvo, nevladne organizacije) ter zmožnost strpnega dialoga • organizacijske in vodstvene spretnosti v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov, z obvladovanjem profesionalno–etičnih vprašanj • komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami	work and in working with other users and teams (local community, public administration organisations, economy, NGOs), and the ability to engage in tolerant dialogue • organisational and leadership skills essential for operations within organisations, as well as understanding of individual values and collective value systems, and proficiency in dealing with professional and ethical questions • communication with experts from different areas of economy and social life, as well as with different interest groups

Predvideni študijski rezultati:

Intended learning outcomes:

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	Knowledge and understanding: *Student will:* • know and understand the significance of interpersonal communication • know and understand key definitions, concepts and functions related to interpersonal communication • master the basics of efficient interpersonal communication, verbal and non-verbal • understand the functioning of factors, which influence successful speaking, and consider them during a communication process • reflect upon and critically evaluate different communication experiences

Metode poučevanja in učenja:

Learning and teaching methods:

• *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 izkušenjskem, sodelovalnem in problemskem učenju (samostojno učenje, diskusija, razlaga, opazovanje, timsko delo, študija primera, metode kritičnega branja in pisanja, igra vlog,	• *lectures* with active student participation (explanation, discussion, questions, cases, problem solving) • *seminars* (reflexion about experiences, project work, team work, method of critical thinking, discussion, feed-back, social games) • *experimental exercises* based on experience, co-operation, problem learning (individual study, discussion, explanation, observation, team work, case study, method of critical reading and writing, role play,co-operative

	sodelovalno učenje, portfolijo, evalvacija, samoocenjevanje)	learning, portfolio, evaluation and self-evaluation)
•	individualne in skupinske *konzultacije* (diskusija, dodatna razlaga, obravnava specifičnih vprašanj)	• *individual consultations* (discussion, additional explanation, treatment of specific questions)

Načini ocenjevanja:	Delež (v %) / Weight (in %)	**Assessment:**
Način (pisni izpit, ustno izpraševanje, naloge, projekt):		Type (examination, oral, coursework, project):
• pisni izpit	50	• written examination
• empirična seminarska naloga ali serija poročil z vaj	25	• seminar work or several written assignments
• verbalna predstavitev seminarske naloge	25	• verbal presentation of seminar paper

Reference nosilca / Lecturer's references:

- REK, Mateja. Umetnost komuniciranja v kontekstu pozne moderne. 1. izd. Ljubljana: Vega, 2019.
- REK, Mateja, GORJUP, Nina. Planning and implementing promotion in small and micro enterprises: bridging the gap between intentions and actual behaviour. Innovative issues and approaches in social sciences, ISSN 1855-0541, 2019, vol. 12, no. 1, str. 6-25.
- GORJUP, Nina, REK, Mateja. Mala in mikro podjetja v vrtincu promocijskih naporov. 1. izd. Ljubljana: Vega, 2016.
- GORJUP, Nina, REK, Mateja. Odnos do promocije v poslovno uspešnih malih in mikro podjetjih. 1. izd. Ljubljana: Vega, 2016.
- REK, Mateja, MAKAROVIČ, Matej, ŠKABAR, Matjaž. Identifying complex cultural conditions of globalization in late modernity: a fuzzy set analysis of 30 countries. European Journal of Science and Theology, ISSN 1841-0464, feb. 2017, vol. 13, no. 1, str. 173-188.
- REK, Mateja, OZVATIČ, Tanja. Using the specific affect coding system to observe affective behaviour in public speaking. Research in social change, ISSN 2463-8226, Jan. 2017, vol. 9, iss. 1, str. 28-48.