

COURSE DESCRIPTION

name	Survival in labour market
shortname/abbr.	SLM
course objectives	see in syllabus (Knowledge, Skills, Competences)
description	see in syllabus
target students	bachelor, master, Ph.D. students
intro	see in syllabus
developed by	Technical University Berlin, Chair of Space Technologies
evaluation	see in syllabus

Syllabus "Survival in labour market"

Course topic

A practice oriented course for understanding all important facts in relation to survival in labour market including inter alia the management methodology Six Sigma.

Number of credits

3 ECTS

Course responsible

Technical University Berlin
Elena Eyngorn

Course lecturers

Elena Eyngorn

Prerequisites

no prerequisites required

Learning outcomes

Knowledge: Advanced knowledge in the field of survival in labour market involving solid understanding of the benefits of Six Sigma, such as improved processes, greater productivity, reduced operating costs, greater throughput and improved quality.

Skills: Ability in understanding the importance of interpersonal skills, such as communication, in the business world and how to make the right decision for an organization (of any size). Additionally, the ability to define success in labour market and identify the importance of the Six Sigma methodology.

Competences: Advanced ability of selecting the suitable strategies for survival in labour market. Demonstration of advanced ability in performing management tasks such as the writing of required documents and use project management techniques presented in the course.

Abstract

The last couple of decades small, mid-sized and Fortune 500 companies have embraced Six Sigma to generate more profit and greater savings. So what is Six Sigma? Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat and pressure the water through the faucet. That is what Six Sigma does to business: treats the processes in business so that they deliver their intended result. What is "Sigma"? The word is a statistical term that measures how far a given process deviates from perfection. Sigma is a way to measure quality and performance. The central idea behind Six Sigma is that if you can measure how many "defects" you have in a process, you can systematically figure out how to eliminate them and get as close to "zero defects" as possible.' This course introduces students to the management methodology Six Sigma.

Additionally, students will get an insight in diverse related subjects including inter alia management skills, such as meeting management, time management and stress management and interpersonal skills in the context of survival in labour market.

Content

- 1) Fundamentals of survival in labour market
 - 1.1 Introduction
 - 1.2 Definition labour markets
 - 1.3 Survival strategies
- 2) Methodology Six Sigma
 - 2.1 Introduction to Six Sigma
 - 2.2 Benefits of the management methodology Six Sigma
- 3) Management skills
 - 3.1 Meeting management
 - 3.2 Time management
 - 3.3 Stress management
- 4) Leadership and influence
 - 4.1 Leadership techniques
 - 4.2 Teamwork and team building
 - 4.3 Supervising others
 - 4.4 Motivating employees
- 5) Project management (PM)
 - 5.1 Definition and introduction to PM
 - 5.2 Project management techniques
 - 5.3 "Triple constraint"
- 6) Interpersonal skills
 - 5.1 Communication as the most important soft skill
 - 5.2 Business writing as key method of communication
 - 5.3 Preparation of most important documents

Teaching methods

The theoretical part of the course is presented with PowerPoint slides, practical examples/projects and problem-based learning. A course on the e-learning platform moodle of the Technical University Berlin is also considered. The contents will be presented in lectures but also group and project work will be offered to put the theory into practice but also "serious games" will be applied.

Evaluation/Assessment

The evaluation is based on the examination of concepts acquired in the course and consists of the following components:

40% - Final report targeting various problems and issues, according to those solved during the lectures and the labs;
60% - Knowledge test with a multiple choice questionnaire and oral discussion.

Recommended reading

- Adair, John (2009): *Effective Communication (Revised Edition): The Most Important Management Skill of All*, London: Pan Books.
- Chambers, Harry E. (2001): *Effective Communication Skills for Scientific and Technical Professionals*, New York: Basic Books.
- Day, Dave (2013): *Effective Management: Interpersonal Skills That Will Help You Earn the Respect and Commitment of Employees*, Toronto: Productive Publications.
- Dr. Gordon, Thomas (2001): *Leader Effectiveness Training: L.E.T. Proven Skills for Leading Today's Business into Tomorrow*, New York: The Berkley Publishing Group.
- Lester, Albert (2014): *Project Management, Planning and Control: Managing Engineering, Construction and manufacturing Projects to PMI, APM and BSI Standards*, Waltham: Butterworth-Heinemann (for Elsevier).
- Mosley, Donald C.Sr.; Mosley, Donald C.Jr.; Pietri, Paul H. (2011): *Supervisory Management: The Art of Inspiring, Empowering and Developing People*, Mason: South-Western Cengage Learning.
- OECD (2011): *OECD Reviews of Labour Market and Social Policies: Russian Federation 2011*, OECD Publishing.