



Co-funded by the  
Erasmus+ Programme  
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**FREE**  
project

# SOFT SKILLS

## Virtual Course

**Female Academic Role Model Empowerment, Equality and Sustainability at Universities in Mediterranean Region: towards  
2030 Agenda – FREE**

Erasmus+ Capacity Building in Higher Education 598524-EPP-1-2018-1-ES-EPPKA2-CBHE-JP



# COURSE DESCRIPTION

- Globalization, technology development, dynamic environment and associated transformation processes have effects on female academic personal and professional knowledge, abilities and skills. With the availability of information with the click of a button, acquiring soft skills becomes necessary for all. Academic females in specific need to learn the skills of communicating, problem solving, teamwork, leading, and time management in their academic institutions more than ever to advance in their careers.
- The course aims to enhance females' abilities in basic, specific soft skills that empower them to handle challenges they encounter in their careers at their institutions. The course comprises time management, communication, problem solving, teamwork, and leading skills.
- The Soft Skills course is relevant to the scope of project FREE as it aims to enhance female academics in SMR in the target HEIs, and provide trainees with a set of knowledge, soft skills and competencies required.

# Course Learning Objectives

The course aims to enhance trainees' soft skills and competencies. The general objectives of the course are :

- Distinguish personality types and behavioural types.
- Introduce the importance of soft skills to improve career and success in the digital age
- Communicate professionally, technically, and effectively.
- Work in teams and achieve teams' objectives.
- Think critically, solve problems, and make decisions.
- Be a leader and behave as one.
- Manage time to achieve efficiency at work.

# Course Learning Outcomes

## 1. Knowledge and understanding

Upon successful completion of this course, participants should have the following knowledge and understanding:

- Increased knowledge and understanding of managerial communication and the communication process
- Increased knowledge and understanding of how to manage barriers to communication and effective listening.
- Increased knowledge and understanding of verbal and nonverbal communication skills
- Increased knowledge and understanding of personality traits and dimensions
- Increased knowledge and understanding of team dynamics
- Increased knowledge and understanding of leadership traits, behaviours and relationships

# Course Learning Outcomes

## 2. Conceptual Skills

Upon successful completion of this course, participants should have the following conceptual skills:

- Increased analytical skills
- Increased decision-making skills
- Increased critical thinking

# Course Learning Outcomes

## 3. Professional Skills

Upon successful completion of this course, participants should have the following professional skills:

- Presentation skills
- Report writing skills
- Listening and teamwork skills

# Course Learning Outcomes

## 4. Competences

Upon successful completion of this course, participants should increase interpersonal and executive leadership competencies.

# Course Learning Outcomes

## 5. Attendance, participation and Activity

The course has 50 ECTS credits, to be measured and evaluated as the academic staffs deems necessary for the course objectives