

Course Programme

Monday, 6 February	
Morning session ¹	<p>Arrival and registration of participants Welcome through the director of INTEGRA Institut Ice-breaking activities and team building Presentation of the course programme Development of interpersonal relations: self-presentation, professional and personal background, sharing expectations</p>
Lunch break	
Afternoon session	<p>Module 1: Introduction to Social Literacy education Recognize and understand the importance of Social Literacy at the work place</p> <p>Importance to learn »soft skills« at work place Social and Emotional Intelligence: EQ versus IQ Personal responsibility to create Social literate workplace</p>
Tuesday, 7 February	
Morning session	<p>Module 2: Develop Social Literacy skills Develop self-awareness and personal management skills to achieve success at the work place</p> <p>Identify one's own emotions Manage one's own behaviour Recognize and identify personal qualities Recognize and identify personal goals Recognize self-empowerment and external support</p>
Lunch break	
Afternoon session	<p>Module 3: Use Social Literacy Skills Use interpersonal skills and social awareness to establish and maintain positive work environment and relationships with others</p> <p>Use social and communication skills to interact effectively and successfully with others Recognize feelings of others Recognize perspectives of others Recognize individual and group similarities and differences Use an ability to prevent and solve problems and conflicts in a constructive way</p>

¹ Morning sessions will start at 9:30, afternoon sessions will end around 17:30. The time for coffee breaks during morning and afternoon sessions and for lunch breaks will depend on the progress of the course.

Wednesday 8 February	
Morning session	Module 3: Use Social Literacy Skills (continued)
Lunch break	
Afternoon session	<p>Module 4: Demonstrate Social Literacy Skills Demonstrate responsible behaviour and social literacy skills in personal, institutional and community context</p> <p>Consider the code of professional ethics Apply decision making skills Consider societal factors in decision making processes Deal responsibly in daily social situation Contribute to the well-being of work environment and institution's responsible quality management Strive for continuous professional progress in social skills</p>
Thursday 9 February	
Excursion	<p>Excursion to the ministry of Public Administration Ljubljana</p> <p>Introduction of the project Presentation of participants and their role The relevance of Social Skills in public administration</p>
Friday 10 February	
Morning session	Module 4: Demonstrate Social Literacy Skills (continued)
Lunch break	
Afternoon session	<p>Evaluation of the Course Feedback from participants and trainers Course certificates</p> <p>Social programme</p>

Accommodation:

Pension Vila Herberstein, Kopališka cesta 1, 3320 Velenje

<http://vilaherberstein.si/en>

Course:

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