

Professor: Carmen de Andrés

Subject: Management Skills for finance



Topic	Learning Resources
Management Skills in finance	<ul style="list-style-type: none"> • Introduction • Skills for success in finance • Skills and behaviours involved • Cineforum: The internship • Attitude is the key
Time management	<ul style="list-style-type: none"> • Recognise the effect of poor organisation and its relationship to stress • Identify major time wasters and learn to control them • Set up and use the time management system that's right for you • Apply tools and techniques to overcome procrastination • Getting things done technic
Communication: Introduction Recruitment Interview I	<p>The importance of communication in management</p> <p>Communication theory</p> <p>Communication skills involved: Active listening, empathy, assertiveness</p> <p>Communication in different situations:</p> <ul style="list-style-type: none"> • Interview • Presentation • Writing <p>Prepare the interview properly ¿What should you do before the interview?</p> <ul style="list-style-type: none"> • Know the position and the company • Psychological preparation <p>Types of interview and how manage them</p> <ul style="list-style-type: none"> • Biographical interview • Competences Interview • Stress interview <p>What interviewers are looking for?</p> <p>Interview role play</p>
Recruitment Interview II	<p>Types of interview and how manage them</p> <ul style="list-style-type: none"> • Biographical interview • Competences Interview • Stress interview <p>What interviewers are looking for?</p> <p>Interview role play</p>

<p>Communication: Presentations</p>	<ul style="list-style-type: none"> • Objective of the presentation and the audience • Main topic and structure dialoge • Keep the audience awake • Support tools: videos, powerpoint, prezi, music ... • Presentation examples and discussion • From now on every session will have students presentations, every student will make a presentation and will received feedback
<p>Team work</p>	<ul style="list-style-type: none"> • What is a Team? • Different roles being an effective group • Skills for a healthy group climate • Are We a Team?" • Role play
<p>Negociation</p>	<ul style="list-style-type: none"> • Negotiation Strategy • Influence and persuasion • Preparing for negotiations • Building the relationship • Eliciting information effectively • Dealing with the tough guys • Closing the deal • Negotiating with flair
<p>Final Exercise</p>	<ul style="list-style-type: none"> • Presentations in groups putting into action all the skills worked.