

COURSE DESCRIPTION

Course Title	Communication & Rhetoric for Mentors
Course ID	235
Person in Charge	Languages and Electives Centre
Lecturer	Prof. Dr. Nagengast
Type of Course	Elective in connection with mentorship (Career Service)
SWS	2
ECTS (Credits)	2
Course Assessment	Oral Report
Course Language	German/English
Course Objectives	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Rhetorical Knowledge • Communication Techniques • Mentoring Competencies • Presentation Techniques <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Applying the skills acquired to specific situations, particularly as a mentor <p><u>Competencies:</u></p> <ul style="list-style-type: none"> • social competencies regarding communication skills, mentoring, presentation, motivation, cooperation etc. • Methodical competencies regarding language competence, conversational skills, Group moderation, etc.
Course Contents	<p>Within the framework of the course, students are to acquire conversational, social and methodical skills as well as mentoring techniques to be applied to first-semester students.</p> <p>All contents listed beneath "Course Objectives" are communicated in this course.</p>
Teaching Methods	<p>Seminars constructed like workshops in combination with mentorship tasks</p> <p>Interactive exercises, role plays, group and teamwork</p> <p>Individual Coaching & Group Coaching</p>
Recommended Literature	<p>Ebeling, P., Reden ohne Lampenfieber, 1998;</p> <p>Gäde, E.-G., Sitzungen effektiv leiten und kreativ gestalten, 1998;</p> <p>Hartmann, M. / Rieger, M. / Auert, A., Zielgerichtet moderieren, 2003;</p> <p>Hermann, H.-D. / Schmid, R. A., Reden wie die Profis, 2003;</p> <p>Kinskofer, L. / Zander, W., Die wirkungsvolle Rede</p>

	<p>und Präsentation, 2000; Kotter, J.P., What effective global managers really do, Harvard Business Review, Vol. 60, S. 156 – 167; Mehraban, A., Nonverbal communication, 1972; Nöllke, M., Schlagfertigkeit, 2002; Parker, G. / Hoffman, R., Meeting Excellence, 2006; Seifert, J. W., Besprechungs- Moderation, 1996; Haufe Taschenguides zu diesen Themen</p>
Particularities	<p>Block Lectures (also Saturdays possible) in close cooperation with the participants; active involvement of guest lecturers</p>