

## Subject

### Personal skills I

**Year:** 1

**Credits:** 3 ECTS

**Language:** Spanish

## Competencies

### Core competences:

CB1. Students have demonstrated knowledge and understanding in an area of study that builds on the foundation of general secondary education and is usually at a level that, while relying on advanced textbooks, also includes certain elements involving cutting-edge knowledge in their field of study

### General competences:

CG3. Achievement oriented and perseverance

### Specific competences:

CE7. Planning, designing and executing projects linked to the world of data, based on the data life-cycle

CE9. Be able to solve complex data related problems through teamwork and networking

## Learning outcomes

RA3. Be able to focus on the execution and the achievement of results in a creative and innovative way, dedicating the necessary resources

RA15. Planning, designing and executing projects based on the data life-cycle RA18. Able to work in a team

## Syllabus

### Personal skills

- Self-awareness.
- Emotional management.
- Active listening/empathy.
- Assertiveness.

### Team skills

- Complementarity (Belbin).
- Team communication and feedback.
- Management of meetings.
- Coordination of actions, commitment
- Managing effective meetings.

### Project Management

- Organisation of teamwork. SCRUM methodology
- Tools for collaborative work Communication skills

### Communication skills

## Training activities

The training activities planned for this module are the following:

- Challenge-based learning (1.5 ECTS)
- Teamwork (1 ECTS)
- Workshops (1 ECTS)
- Online resources (1.5 ECTS)
- Reflection (0.5 ECTS)
- Individual work (0.5 ECTS)

## Assessment system

Assessment will be by means of the continuous assessment system, providing constant feedback to both teachers and students on the learning process throughout the academic

period:

- Learning activities involving the presentation of knowledge and individual study may be assessed by means of oral and/or written tests, which will account for a maximum of 60% of the final mark.
- The training activities aimed at acquiring the practical skills of the subjects will be assessed through the completion of various activities (assignments, case studies, challenges, etc.) accounting for at least 40% of the final mark.

Details of the assessment and marking will be made explicit in the annual academic planning of the subjects, in accordance with the teachers responsible and the determining factors of each course.

## **Bibliography**

- Takeuchi, H. (1986). The new product development game. Harvard Business Review 64, no 1.
- Kniberg, H. (2015). Scrum and XP from the trenches (2<sup>nd</sup> ed). InfoQ