

**Humanities Subjects – elective: number of teaching hours/ full-time studies: 15 hours of lectures, 15 hours of classes; semester 6**

### **1. Business Communication**

The course focuses on conveying basic knowledge in the field of broadly understood communication in business. Some of the topics covered in the course include: business communication skills, knowledge of communication and conflict styles, social influence theories and other factors that have an influence on effective communication. Students will gain skills needed in the process of negotiating, conducting meetings, preparing and delivering presentations.

### **2. STRESS MANAGEMENT**

This course focuses on the effects of stress as it relates to student life and the workplace. We compare the differences between stress, anxiety, and arousal. The different types of stress, the nature of stress, determinant causes, and the physiological and psychological reactions to stress are considered with a major part of the course focussing on coping strategies. The activity portion of the class will introduce and implement physiological, cognitive and behavioural stress management techniques.

### **3. PUBLIC SPEAKING SKILLS**

The course focuses on public speaking and communication. It is aimed at improving students English public speaking skills as well as developing them personally and building their confidence in all aspects of their lives, not just at university. The course will provide students with the opportunity to recognize and improve key verbal and non-verbal skills. Students will also identify and apply essential public speaking techniques such as storytelling, humour, and the relevant and effective use of visual aids. Furthermore, students will also understand what it takes to make a connection with their audience and engage them in a way that will leave a lasting impression.

### **4. JAPANESE BUSINESS ETIQUETTE**

Introducing students to ways of proper behavior in both every day and more exceptional situations (both in Poland and Japan). Providing students with space to work through difficult experiences and social, business situations. Developing in students the habit of appropriate behavior in specific situations.