

**Course of studies:** *Sustainable tourism management*

| Module   |                    | <i>Self-Management</i>   |  |                               |
|--|--------------------|--|--|-------------------------------|
| Acronym  |                    | EMMA Code  | Semester                                     | Type                          |
|  |                    |  | 1st semester/ once a year in winter semester | Compulsory module             |
| Module coordinator:  |                    | Sub-modules:   | Lecturers:                                   |                               |
| Dörte Beyer (represented by Louisa Wolf-Gorny in the winter semester 2020/2021)  |                    |  | Franziska Rottig (external lecturer)         |                               |
| Language:  |                    | Semester hours per week:   | Workload (h):                                | ECTS:                         |
| German   |                    | 2  | tba  | 2 ECTS                        |
| Teaching form(s):  |                    | Course prerequisites:  | Recommended connections:                     | Usability in other curricula: |
| Lecture, Exercises   |                    |  |  | -                             |
| Content:   |                    |  |  |                               |
| <p>We live in a complex and crowded world. There is always a variety of things that everyone wants or has to do. Sometimes it is not so easy: We often lack the clear formulation of goals, the prioritization of tasks or the effective organization of projects.</p> <p>On one hand, the self-management seminar helps students to find out about their personal visions and goals. On the other hand, "stumbling blocks" in dealing with time are identified and considered. Proven methods for improving time and stress management are presented. Given the high relevance of digitalization, the focus will be on teaching and using digital tools to optimize self and time management. Familiar with the digital tools for collaboration, students are ideally prepared for the upcoming (working) world.</p> <p>The theory taught in the seminar is continuously linked to practical exercises for self-reflection. During the first block, important theoretical content is taught, which is then deepened in the second block according to the students' interests. Students are expected to be assigned to a group, and they are required to independently reflect and apply the work techniques they have learned between the individual blocks. Examination work is a reflection report on the methods and instruments learnt to optimize self and time management</p> |                    |  |  |                               |
| Goals:   |                    |  | percentage                                   | indexing. DQR                 |
| Professional skills  | Knowledge          | Acquiring knowledge about different approaches and methods for improving self and time management as well as personal goal setting and personality development.  | 25%  | 6                             |
|  | Skills             | Students will learn the tools to localise their own skills, develop them independently and adopt new ones. Students will focus on learning digital tools to improve their own organisation, to increase creativity and to optimise collaborative teamwork. | 25%  | 5                             |
| Personnel competences  | Social competence  | Self-assessment competence & ability to reflect as a basis for the cooperation within a team; coping with common tasks in a team   | 25%  | 5                             |
|  | Autonomous working | The students participate actively, choose independently suitable techniques and apply them accordingly within and beyond the seminar.  | 25%  | 5                             |
| Academic achievement:  |                    | Examination form(s):   | Grade:                                       |                               |
| Reflection report  |                    | ES   | 2%   |                               |
| Literature::   |                    |  |  |                               |
| <p>No knowledge of literature in advance required, depending on the orientation and concrete task, appropriate sources will be announced and provided.</p> <p>If interested:<br/>           Heister, Werner<br/>           Studieren mit Erfolg : effizientes Lernen und Selbstmanagement in Bachelor-, Master- und Diplomstudiengängen / Werner Heister. - Stuttgart : Schäffer-Poeschel, 2., überarbeitete und erweiterte Auflage 2009</p>   |                    |  |  |                               |
| Last updated:  |                    | Franziska Rottig   |  | 15.10.2020                    |