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| N° ECUE | XA4S521 | | | | | | | | |
| Title | Communication | | | | | | | | |
| ECTS |  | Lecture(h)  CM |  | Tutorials (h)  TD 22.5 |  | Pratical works (h) TP |  | Project (h) |  |
| **Context** :  Whether in meetings, job interviews, business meals, cafeterias or on the phone... an engineer spends a large part of his working time in situations of oral and written communication (emails, letters, reports, powerpoint presentations...). As engineers very quickly become supervisors or managers, or even negotiators, it is essential that they master the rules of an impeccable language, adapted to any management situation, in order to be effective in team management, in motivation management, in the transmission of key information. 80% of communication being non-verbal, it is essential that they know how to decipher any communication situation through non-verbal communication, in order to adapt their behaviour and communication to the situation, with a view to responsible management and respect of employees.  **Content** :  Individual and group oral communication situations (various types of simulations of daily and professional life, role-playing, use of the camera, etc.) Through these simulations, the teacher leads the student to be aware of her/his communicative register, her/his strengths and weaknesses, her/his posture, voice, gestures; essential aspects of non-verbal communication. The teacher teaches the student to put her/himself in a situation of trust to avoid stress and blockage of interpersonal communication. The teacher also teaches the rules of non-violent communication, which will enable the student to resolve potential conflicts in complex managerial situations.  Writing exercises (letters, briefing notes, reports, etc.). The purpose of the written communication course is to highlight synthesis skills in various media and fields that will be found in the professional environment: it is therefore a question of mastering the structure and structuring of an internship report, to know, from texts that are scientific, that are parascientific, to release the essential of the accessory.  **Prerequisites**: practice of French language.  **Learning outcomes** :  **1- Knowledge :**  - More in-depth knowledge of oneself (self-awareness), one's strengths and weaknesses in oral communication situations;  - Knowledge of the rules of interpersonal communication, where non-verbal communication is so important.  **2- Skills :**  - Be able to manage stress in interpersonal communication situations N  - Be able to analyse any communication situation from the non-verbal N  - Be able to manage a potentially conflictual situation using non-violent communication N  - Be able to make an oral presentation with arguments and effective, with or without computer support N  - Be able to write different types of professional materials (including summary documents and reports) N  **3 - Capacities :**  - write A  - communicate A | | | | | | | | | |
| Key Words | Self-awereness, non-verbal communication, non-violent communication… | | | | | | | | |
| Type of Evaluation | Writting document | | | | | | | | |