

MODULE SYNOPSES

At SP, the School of Life Skills & Communication (LSC) is committed to helping students across all our schools improve their communication skills through the following modules:

For full-time students

LC0154, LC0254, LC0354, LC0554, LC0654, LC1054

COMMUNICATING FOR PERSONAL AND TEAM EFFECTIVENESS

Aims to equip students with the knowledge and skills to solve problems and make decisions by setting personal goals which are in line with team goals. Students will understand and be able to apply self-awareness techniques including applying emotional intelligence principles to manage oneself at the workplace.

LC0155, LC0255, LC0355, LC0855

COMMUNICATING FOR PROJECT (PROPOSAL) EFFECTIVENESS

Aims to equip students with effective communication, interpersonal and teamwork skills, and to write proposals and articulate ideas in an oral presentation. Students will also learn how to give and receive feedback, and apply conflict management strategies when working in teams.

LC0156, LC0256, LC0356, LC0556, LC0656, LC0856, LC1056

COMMUNICATING FOR PROJECT (REPORT) EFFECTIVENESS

Aims to equip students with effective communication, interpersonal and teamwork skills, and to write reports and articulate ideas in an oral presentation. Students will also learn how to give and receive feedback, and apply conflict management strategies when working in teams.

LC0157, LC0257, LC0357, LC0557, LC0657, LC0757, LC0857, LC1057

COMMUNICATING FOR PROFESSIONAL EFFECTIVENESS

Aims to equip students with the knowledge and skills to identify jobs that match their interests, capabilities and qualifications and to prepare resumes that are customised for job requirements. Students will understand and be able to apply self-awareness techniques including applying emotional intelligence principles in a professional setting to manage oneself and team at the workplace.

For part-time students

LC9701

INTERPERSONAL SKILLS & PROPOSAL WRITING

Aims to develop students' understanding of the fundamental principles of communication and provide them with the foundational skills for effective written and oral communication. Students will learn to speak, write and listen effectively to enhance personal communication. They will be able to write short business proposals that meet a specific purpose and address the needs of the audience and present these proposals orally in a clear, logical, and coherent manner.

LC9702

Effective Business Communication Skills

Aims to prepare business students for the work situation by equipping them with the skills to write a purposeful and effective job application package and prepare for a successful job interview, write clear and concise business messages, and acquire networking skills to establish good contacts and maintain positive working relationships.