



BBA Soft Skills

Modules of the specialization:

Management Theory and Practice

Personnel Management in

Organisation

Fundamentals of Financial

Management

Communication and

Communication Skills

Management Practices

Time Management

Self Leadership

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The BBA Soft Skills specialization is focused on the human capacities and competencies. It is firstly the ability to communicate, cooperate, negotiate, solve conflicts, organize, decide and others. Foresight, stress resistance and assertiveness also form a not-neglectable part of this field.

A good manager has to deal with many communication situations every day. He must make good decisions and take the responsibility for them. Graduates of this program will get better orientation skills in manager positions; they will become more confident and acquire representative and presentational skills connected to refined communication skills. They will also develop better time management skills to make use of their time in a harmonious relation between their work and personal life.

The BBA Soft Skills includes the following beyond the basic modules: Communication and Communicative Skills, Management Practices, Time management and Self Leadership.

Bachelor of Business Administration