

**DEREE COLLEGE SYLLABUS FOR: MG 4081 SOFT SKILLS, MINDSETS & EMOTIONAL INTELLIGENCE**

**UK CREDITS: 15**  
**US CREDITS: 3/0/3**

New Course Fall 2025

**PREREQUISITES:**

None

**CATALOG DESCRIPTION:**

Interrelation of soft skills and emotional intelligence. The role of specific mindsets (positivity, paradox mindset, growth mindset, and emotions scientist mindset) and how they affect behaviour and practices within organizations.

**RATIONALE:**

This course aims to help students develop soft skills and emotional intelligence, by learning the basic theories about them, as well as applying them in practical exercises and activities.

**LEARNING OUTCOMES:**

As a result of taking this course, the student should be able to:

1. Determine soft skills and evaluate their importance.
2. Interpret the nature and importance of emotional intelligence, and apply it in interpersonal interactions.
3. Examine the basics about the science behind emotions and explore their use in decision making and in building meaningful relationships at work.
4. Utilize different mindsets while perceiving situations and solving problems.

**METHOD OF TEACHING AND LEARNING:**

In congruence with the teaching and learning strategy of the college, the following tools are used:

- Classes consist of lectures, case studies, experiential activities, self-assessments, and in-class discussion of related material. Specific emphasis is placed on experiential activities like role playing, group problem solving, etc.
- Office hours: students are encouraged to make full use of the office hours of their instructor, where they can ask questions, see their exam paper, and/or go over lecture material.
- Use of Blackboard, where instructors post lecture notes, online quizzes assignment instructions, required readings, timely announcements, as well as additional resources.

**ASSESSMENT:**

**Summative:**

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| Midterm examination: Multiple Choice questions         | <b>50%</b> |
| Final examination (group project): case study analysis | <b>50%</b> |

**Formative:**

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| Case studies, experiential exercises | <b>0%</b> |
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The formative course work aims to prepare students for the written project and for the final examination.

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|                            | <p>The midterm examination tests Learning Outcome 1.<br/>The final examination tests Learning Outcomes 2 and 3.<br/><u>Students are required to resit failed assessments for this module.</u></p>  |
| <b>INDICATIVE READING:</b> | <p><b>REQUIRED READING (selected chapters from the following books):</b></p> <p><u>E-books:</u><br/>Almonte, R. (2022). <i>A Practical Guide to Soft Skills: Communication, Psychology, and Ethics for Your Professional Life</i>. Routledge</p> <p>Goleman, D. (2019). <i>The Emotionally Intelligent Leader</i>. United States: Harvard Business Review Press.</p> <p>Roberts, G. L. (2022). <i>Mindset Matters: Developing Mental Agility and Resilience to Thrive in Uncertainty</i>. United Kingdom: Kogan Page.</p> <p><b>EXTRA READINGS:</b></p> <ul style="list-style-type: none"> <li>• Cimatti, B. (2016). Definition, Development, Assessment of Soft Skills and Their Role for the Quality of Organizations and Enterprises. <i>International Journal for Quality Research</i>, 10.1, 97.</li> <li>• Brown, L. S. (2018) Soft Skill Development in the Higher Education Curriculum: A Case Study. <i>IUP Journal of Soft Skills</i>, 12.4, 7–29.</li> <li>• Donaldson, S. I., &amp; Villalobos, J. (2024). Positive mindset: PsyCap's roles in PERMA+ 4 and positive organizational psychology, behavior, and scholarship 2.0. <i>Organizational Dynamics</i>, 53(4), 101084.</li> <li>• Goleman, D. (2020). <i>Emotional Intelligence: 25th Anniversary Edition</i>. United Kingdom: Bloomsbury Publishing.</li> <li>• Lee, N. E. (2018) Skills for the 21st Century: A Meta-Synthesis of Soft Skills and Achievement. <i>Canadian Journal of Career Development</i>, 17.2, 73–86.</li> <li>• Luthans, F., Luthans, K. W., &amp; Luthans, B. C. (2004). Positive psychological capital: beyond human and social capital. <i>Business Horizons</i>, 47(1), 45–50.</li> <li>• Manjeet, M. D. (2025). The Role of Emotional Intelligence in Conflict Resolution in the Workplace. <i>Journal of Humanities, Commerce and Science Interactions</i>, 1(1), 56-68.</li> <li>• Miron-Spektor, E., Ingram, A., Keller, J., Smith, W. K., &amp; Lewis, M. W. (2018). Microfoundations of Organizational Paradox: The Problem Is How We Think about the Problem. <i>Academy of Management Journal</i>, 61, 26–45</li> <li>• Mohammed, F. S., &amp; Ozdamli, F. (2024). A systematic literature review of soft skills in Information technology education. <i>Behavioral Sciences</i>, 14(10), 894.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Paluck, E. L., Porat, R., Clark, C. S., &amp; Green, D. P. (2021). Prejudice reduction: Progress and challenges. <i>Annual Review of Psychology</i>, 72, 533–560.</li> <li>• Sharma, P. (2021). <i>Soft Skills: Personality Development for Life Success</i>: 3rd Edition. Delhi: BPB Publications.</li> <li>• Smith, W.K. and Lewis, M. and Lewis, M.W. and Edmondson, A.C. (2022). <i>Both/and Thinking: Embracing Creative Tensions to Solve Your Toughest Problems</i>. Harvard Business Review Press.</li> <li>• Touloumakos, A. (2020) Expanded Yet Restricted: A Mini Review of the Soft Skills Literature. <i>Frontiers in Psychology</i>, 11.</li> </ul> <p>Urkia-Basterra, I., Imaz Agirre, A., &amp; Álvarez-Huerta, P. (2025). Soft skills development in work-based learning: a systematic literature review. <i>Higher Education, Skills and Work-Based Learning</i>.</p>  |
| <b>INDICATIVE MATERIAL:</b><br>(e.g. audiovisual, digital material, etc.) | <b>REQUIRED MATERIAL:</b> N/A<br><br><b>RECOMMENDED MATERIAL:</b> N/A   |
| <b>COMMUNICATION REQUIREMENTS:</b>  | Use of appropriate academic conventions as applicable in oral and written communications.   |
| <b>SOFTWARE REQUIREMENTS:</b>   | MS Office and Blackboard CMS  |
| <b>WWW RESOURCES:</b>   | <a href="https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-diversity-equity-and-inclusion">https://www.mckinsey.com/featured-insights/mckinsey-explainers/what-is-diversity-equity-and-inclusion</a><br><br><a href="https://www.forbes.com/sites/tomaspremuzic/2018/06/14/can-you-really-train-soft-skills-some-answers-from-the-science-of-talent/">https://www.forbes.com/sites/tomaspremuzic/2018/06/14/can-you-really-train-soft-skills-some-answers-from-the-science-of-talent/</a><br><br><a href="https://educate360.com/blog/soft-skills-gap/">https://educate360.com/blog/soft-skills-gap/</a><br><br><a href="https://www.hays.com.au/employer-insights/management-issues/why-equality-diversity-inclusion-in-the-workplace-matters#:~:text=Diversity%2C%20equity%20%26%20inclusion%20in%20the%20workplace%20explained&amp;text=It's%20about%20valuing%2C%20recognising%2C%20respecting,add%20value%20to%20the%20workplace">https://www.hays.com.au/employer-insights/management-issues/why-equality-diversity-inclusion-in-the-workplace-matters#:~:text=Diversity%2C%20equity%20%26%20inclusion%20in%20the%20workplace%20explained&amp;text=It's%20about%20valuing%2C%20recognising%2C%20respecting,add%20value%20to%20the%20workplace</a><br><br><a href="https://benefitmindset.com/">https://benefitmindset.com/</a> |
| <b>INDICATIVE CONTENT:</b>  | <ol style="list-style-type: none"> <li>1. Introduction to Soft Skills</li> <li>2. Resilience</li> <li>3. Teamwork</li> <li>4. Problem Solving</li> <li>5. Interpersonal communication</li> <li>6. Intercultural Communication</li> <li>7. Creativity</li> <li>8. Emotional Intelligence</li> <li>9. Emotions Scientist Mindset</li> </ol>   |

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|  | <div>10. Paradox Mindset</div> <div>11. Benefit Mindset</div> <div>12. Positivity</div> <div>13. Growth Mindset</div> <div>Diversity, Equity and Inclusion</div> |
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