

PROGRAM INFORMATION FOR ADULT TRAINING ACTIVITIES

I. General description of the program		
I.1.	Name of the program, its own identification number	Self-management
I.2.	Number of hours in the program	16 hours
I.3.	Name of the document obtained by the completion	Certificate
I.4.	Mode of the evaluation	Final presentation about self-assessment at the end of the course – 100% Pass 61%-100% Fail 0-60%
I.5.	Type of exam defined by law	X not related <input type="checkbox"/> related; condition(s) for admission to the examination:
I.6.1	Extent of absence allowed	25% 4 hours
I.6.2	Consequences for the person taking part in the program if the permissible absence is exceeded	The participant may be excluded from the program.
I.7.	Consequences of breach of contract by the participant and the adult educator	Failure to comply with the adult education contract will be interpreted by the parties as a breach of contract. In the event of a breach of contract, there is a single (written) notice from both parties. If the called party still does not perform after the notice, the other party may terminate the contract immediately. In the event of a legitimate complaint from a participant, they may recover a proportionate part of the training fee (if they are liable to pay); in the case of a legitimate complaint from an adult educator, it may oblige the participant in the training to reimburse a proportionate part of the training fee (if the participant is obliged to pay). In case of excess of the allowable absence the adult trainer shall act in accordance with the regulation specified in I.6.2.

II. Description of the program					
II.1.	Place(s) of program		Budapest Corvinus University 1093 Bp. Fővám tér 8		
II.2.	First day of the program		2023 year	11 month	12 day
II.3.	Estimated date of ending the program		2023 year	11 month	26 day
II.4.	Scheduling the progress of the training broken down into curriculum units ¹				
	Curriculum unit of the program		Number of hours	Duration (start - end)	Scheduling
	Name of the program	Mode of study			
	Introduction to self-management (definition, skills, competencies, relevance in project management)	Contact hours, lecture and seminar	5 x 45 minutes	12.11.2023-26.11-2023	5 x 45 minutes
	Manage Self - Emotional Intelligence (self-awareness, self-assessment, self-control)	Contact hours, lecture and seminar	5 x 45 minutes	12.11.2023-26.11-2023	5 x 45 minutes
	Manage Others - Social Intelligence + discussion (social awareness & empathy, organisational awareness, relationship management, program closing discussion + feedback)	Contact hours, lecture and seminar	6 x 45 minutes	12.11.2023-26.11-2023	6 x 45 minutes
II.5.	The training fee, taking into account the crediting of prior knowledge and the timing of the payment of the training fee in proportion to the completion of the training.				
II.6.1	full amount		197 000 Ft		
II.6.2	exam fee ²		0 Ft		
II.6.3	resit fee		0 Ft		
II.6.4	scheduling of the payment		The participant or cost bearer pays a lump sum until the start of the training.		
II.7.	The training is provided (in part or in full)		X no		

¹ Not relevant for closed electronic distance learning.

² If the training is accompanied by an examination as defined by law and the adult educator is entitled to organize the examination.

	at the expense of budgetary or EU funds.	<input type="checkbox"/> yes ³ fact of the contribution, name: the amount of the contribution: Ft
II.8.	Mode of application	online on the website of the institution

³ Such internal training or program organized on the basis of legislation, which is funded in part or entirely from the budget support provided to the state budget or from the European Union.