

PROGRAM INFORMATION FOR ADULT TRAINING ACTIVITIES

I. General description of the program		
I.1.	Name of the program, its own identification number	Personal Leadership Branding: developing leadership identity
I.2.	Number of hours in the program	36 hours
I.3.	Name of the document obtained by the completion	Certificate
I.4.	Mode of the evaluation	<p>PLB presentation at the end of course and Learning diary (including the self-assessment criteria)</p> <p>This course is graded along the following dimensions:</p> <ul style="list-style-type: none"> • self assessment of the learning diary (20p) • self assessment of class participation (20p) • PLB presentation assessment (20p) • learning diary evaluation by course instructor (20p) (based on: relevance of learning points, action plan formulation and execution, self-reflection) • class participation evaluation by course instructor (20p)
I.5.	Type of exam defined by law	
I.6.1	Extent of absence allowed	30 %
I.6.2	Consequences for the person taking part in the program if the permissible absence is exceeded	10.8 hours
I.7.	Consequences of breach of contract by the participant and the adult educator	<p>The participant may be excluded from the program.</p> <p>Failure to comply with the adult education contract will be interpreted by the parties as a breach of contract.</p> <p>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.</p> <p>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).</p> <p>In case of excess of the allowable absence the adult trainer shall act in accordance with the regulation specified in I.6.2.</p>

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II.1.	Place(s) of program																																			
II.2.	First day of the program		2024 year	March month 09 day																																
II.3.	Estimated date of ending the program		2024 year	May month 18 day																																
Scheduling the progress of the training broken down into curriculum units ¹																																				
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¹ Not relevant for closed electronic distance learning.

	<p>How do you communicate it to others? How you make it inspirational to others? How can LinkedIn support this? Keywords: presence and inspiration Theoretical background: authentic communication, active listening; LinkedIn profile management</p>	<p>Role play and discussion</p>			
	<p>Test your personal leadership brand during critical communicative events How can you use as a resource and further develop your PLB in challenging and stressful situations? Keywords: coping and spontaneity; Theoretical background: stress management, feedback giving and receiving;</p>	<p>Brief theoretical inputs; Reflections in pairs and big group; Role play and discussion</p>	<p>6x45 min</p>	<p>1xhalf day</p>	<p>2024.05.18 13:00-14:30 14:40-16.10 16:20-17.50</p>
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				407 000 Ft
II.6.2	exam fee ²				0Ft
II.6.3	resit fee				0Ft
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) at the expense of budgetary or EU funds.	<p>X no <input type="checkbox"/> yes³ fact of the contribution, name: the amount of the contribution:</p>			Ft
II.8.	Mode of application	online on the website of the institution			

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

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.