

Name of university, Name of faculty: Trnava University
Faculty of Law

INFORMATION SHEET OF THE SUBJECT

Code: YNPFm523	Name: Communication and Time Management for Lawyers				
Cover: Institute of Clinical Legal Education					
Type of educational activity: Lecture, Practise Scope of educational activity (in hours): Weekly: 0/2 For term of study: ZS 46/,24 Method of educational activity: Combined				Number of credits: 3	Recommended semester: WT
					Study grade: Master
Underlie subjects:					
Conditions for passing the course: Method of evaluation: Completion by taking an examination Continuous evaluation: Final evaluation: The course will be evaluated upon a written paper, that will be presented orally by the student. The scope of the paper is at least 3 A4 pages using suitable resources. The maximum score for the paper is 60 pts and 20 points for the presentation. An A grade requires at least 75 points, a B grade requires at least 70 points, a C grade requires at least 65 points, a D grade requires at least 60 points and an E grade requires at least 55 points. The condition for passing the course is to prepare an assignment (motivation letter/CV) during the semester. Final evaluation: examination. The grade for the subject is awarded on the basis of the final paper and its presentation. Finished: By exam.					
Learning outcomes: After completing the course Communication and Time Management for Lawyers, the student will be able to identify and understand the essential issues of effective and understandable communication. They will be able to use feedback, constructive criticism, praise, use different types of communication in different environments. They will be able to use communication in a multicultural environment. The student will be able to explain and use the principles of time management.					
Schedule of subject: 1. Effective asking of questions and active listening. 2. Feedback, constructive criticism, praise. 3. Assertiveness and conflict resolution. 4. Time management. 5. Effective leadership. 6. Effective meeting solutions. 7. Organization of a business meeting. 8. Non-verbal communication - grooming your physical appearance, presentation. 9. Communication with different groups of the population and the multicultural environment. 10. Communication in online environment. 11. Student papers presentations I. 12. Student papers presentations II.					
Recommended reading: Basic recommended literature: GRUBER, D. Zlatá kniha komunikace. Nakladatel: David Gruber – Techniky duševní práce, 2021. SZARKOVÁ, M. Komunikácia v manažmente. Wolters Kluwer, 2018. Other recommended literature: DOBŠOVIČ, L. Naučte sa riešiť konflikty. PsychoConsulta, 2015. 150 p. ISBN 9788097200800. KOMINAREC, I. - KOMINARECOVÁ, E. Základy multikultúrnej komunikácie. Prešov: Prešovská univerzita, 2015. 206 p. ISBN 9788055512532. Documents in Moodle (http://moodle.truni.sk).					
Language requirements: Slovak					
Notes: Student's workload: 75 hours Combined study (lectures, seminars, consultations): 24 hours Preparation for the exam, seminars, individual study: 51 hours					
Course evaluation: Assessed students in total: 36					
A	B	C	D	E	FX
56%	22%	8%	0%	0%	14%
Lecturers: Ing. Peter Mitacz, examiner, instructor PhDr. Kristína Grendová, PhD., MPH, examiner, instructor					

Date of last change: 01.09.2026
Approved by: prof. PhDr. JUDr. Tomáš Gábriš, PhD., LL.M., MA