

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Methodology of communicative competence		Code 1011105331011188879
Field of study Engineering Management - Part-time studies -	Profile of study (general academic, practical) (brak)	Year /Semester 2 / 3
Elective path/specialty Communication Management in	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: Second-cycle studies	Form of study (full-time, part-time) part-time	
No. of hours Lecture: 14 Classes: 12 Laboratory: - Project/seminars: -		No. of credits 3
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer: dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The student knows basic concepts related with the social groups, knows interpersonal rules.
2	Skills	The student has skills of noticing, associating and interpreting occurrences in social groups.
3	Social competencies	The student is aware of the meaning of the social communication in the professional and private life.
Assumptions and objectives of the course: Developing by students communication competencies.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. The student has knowledge about types of communication competencies. - [K1A_W06]		
2. He knows methods of research communication competencies. - [K1A_W06; K1A_W08]		
3. He knows method of developing by workers communication competencies. - [K1A_W15]		
Skills:		
1. He is able to analyze and to assess communication competencies. - [K1A_U01; K1A_U02]		
2. He uses the acquired knowledge to use method of research communication competencies.. - [K1A_U03, K1A_U05; K1A_U08]		
3. He can identify method of developing by workers communication competencies. - [K1A_U09; K1A_U10]		
Social competencies:		
1. He is able to act according to social rules in the given group. - [K1A_K01]		
2. He is able to recognize and to solve social conflicts in teams. - [K1A_K04]		
3. He is able to analyse independently social situations and to develop the knowledge concerning the social communication. - [K1A_K06]		
Assessment methods of study outcomes		
Discussions; written test		

Course description		
1. The Essence of professional competences of an employee; 2. Employee' communicative competences in modern organizations; 3. Designing of employee' competence profile ; 4. Analysis of the tasks performed at the workplace; 5. Modeling job descriptions of communications competences of employee ; 6. Testing and assessment of employee communication skills 7. Methods and techniques of research communication skills of employees; 8. Management of employee' communications competencies in modern organizations		
Basic bibliography: 1. Branowska A., Siemieniak P., Spychała M., (2012), Zarządzanie kompetencjami w tradycyjnych i nowoczesnych organizacjach, Poznań 2. Filipowicz G., (2004), Zarządzanie kompetencjami zawodowymi, Warszawa 3. Smółka P., (2008), Kompetencje społeczne, metody pomiaru i doskonalenia umiejętności interpersonalnych, Kraków		
Additional bibliography: 1. Branowska A., Siemieniak P., Spychała M., (2011) Workers&#39; occupational competencies in a modern enterprise, Poznan 2. Jabłoński, M. (2009), Kompetencje pracownicze w organizacji uczącej się, metody doskonalenia i rozwoju, Warszawa, 2009 3. Sidor-Rządkowska M., (2003), Kompetencyjne systemy ocen pracowników. Przygotowanie, wdrażanie i integrowanie z innymi systemami ZZL, Kraków, 4. Spychała M., (2010), Communication competencies as a part of social competences in an organization, [w:] Popławski S., The social contexts of communication, Poznań, s.83-95		
Result of average student's workload		
Activity	Time (working hours)	
1. Lectures	14	
2. Clasess	12	
Student's workload		
Source of workload	hours	ECTS
Total workload	26	2
Contact hours	26	2
Practical activities	12	1