

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Team Management Staff</b>		Code <b>1010102211011187746</b>
Field of study <b>Environmental Engineering Second-cycle</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 1</b>
Elective path/specialty <b>Heating, Air Conditioning and Air Protection</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>full-time</b>	
No. of hours Lecture: <b>30</b> Classes: <b>-</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>3</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>technical sciences</b> <b>Technical sciences</b>		ECTS distribution (number and %) <b>3 100%</b> <b>3 100%</b>
<b>Responsible for subject / lecturer:</b>  dr inż. Małgorzata Spychała email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań		
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student knows the basic concepts of teamwork.
2	<b>Skills</b>	The student has the ability to recognize, associate and interpret phenomena occurring while teamwork.
3	<b>Social competencies</b>	The student is aware of the importance of teamwork in working and private life.
<b>Assumptions and objectives of the course:</b> Developing students' management skills: team building, motivation of team members, organization of work, control of team work; To familiarize students with the problems of management of the team.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. He has the knowledge necessary to understand the social, economic, legal and other non-technical conditions of engineering activities and their role in engineering practice - [T2A_W08]		
2. Student has basic knowledge of management, including quality management and business operations - [T2A_W09]		
3. The student knows the general principles of creating and developing forms of individual entrepreneurship, using the knowledge of the fields of science and scientific disciplines appropriate for the studied field of studies. - [T2A_W11]		
<b>Skills:</b>		
1. The student can communicate using different techniques in the professional environment and in other environments, as well as in English or another foreign language recognized as the language of international communication in the field of study studied. - [T2A_U02]		
2. The student is able to prepare a scientific study in Polish and a brief scientific reference in a foreign language recognized as a basic in the field of science and scientific disciplines relevant to the studied field, presenting the results of his own scientific research. - [T2A_U03]		
3. The student is able to prepare and present oral presentations in Polish and foreign languages, concerning specific issues in the field of studies studied. - [T2A_U04]		
4. The student is able to perform a preliminary economic analysis of undertaken engineering activities - [T2A_U14]		
<b>Social competencies:</b>		

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| <ol style="list-style-type: none"> <li>1. The student is able to perform a preliminary economic analysis of undertaken engineering activities - [T2A_K02]</li> <li>2. The student is able to cooperate and work in a group, taking on different roles - [T2A_K03]</li> <li>3. The student is able to think and act in a creative and entrepreneurial way - [T2A_K06]</li> <li>4. The student is aware of the role of a social college graduate, - [T2A_K07]</li> </ol> |
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**Assessment methods of study outcomes**

written test, (70 %) - 14 questions, dst>7pkt., dst plus>8,5 pkt, db>9,75 pkt, db plus>11,5; bdb>12,75pkt. activities (30%)

**Course description**

1. Introduction to Human Resource Management, Personnel Modeling
2. The essence of teamwork, the difference between team and group , the advantages and disadvantages of teamwork
3. Stages of management of the team
4. Appointment of team members - recruitment and selection of team members
5. Role in team - characterization of roles
6. Communication and collaboration in the team
7. Conflicts in the team, strategies for resolving conflicts in teams
8. Team motivation systems. How to motivate effectively - practical tips
9. Development and improvement of employees in teams. Methods of improving employees.
10. Leadership Styles for Teams. Management of the project team - theory and practice
11. Efficiency of Teams

**Basic bibliography:**

1. Belbin R.M., (2003),Twoja rola w zespole. Gdańskie Wydawnictwo Psychologiczne, Gdańsk,
2. Katzenbach J.R., Smith D.K., (2001),Siła zespołów. Wpływ pracy zespołowej na efektywność organizacji, Dom Wydawniczy ABC, Kraków,
3. Król H. Ludwicyński ., A. (2007), Zarządzanie zasobami ludzkimi, Warszawa: Wydaw. Nauk. PWN,
4. Kostera M. (2006), Zarządzanie personelem, Warszawa: PWE.;
5. Kożuszniak (2005), Kierowanie zespołem pracowniczym, Warszawa: PWE.

**Additional bibliography:**

1. Kożuszniak B. (2002), Psychologia zespołu pracowniczego: doskonalenie efektywności, Katowice: Wydaw. Uniwersytetu Śląskiego
2. Zimbardo P. G., Ruch F. L., (1988) Psychologia i życie, PWN, Warszawa

**Result of average student's workload**

Activity	Time (working hours)
1. Lectures	16
2. Consultation	5
3. Preperation for the test	5
4. test	2

**Student's workload**

Source of workload	hours	ECTS
Total workload	50	3
Contact hours	32	1
Practical activities	5	0