

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Communication management in employee teams		Code 1011105231011108881
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: 10 Classes: - Laboratory: - Project/seminars: -		No. of credits 2
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 Szychala email: malgorzata.szychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer: dr Paulina Siemieniak email: malgorzata.szychala@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	Knowledge of interpersonal rules and human resources management
2	Skills	Can analyze and design systems of communication
3	Social competencies	Can communicate efficiently with a team and collaborate with others
Assumptions and objectives of the course: Modeling communication systems in teams, Management of social relations in the organization		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Has a basic knowledge of teams - [S1A_W05]		
2. Has knowledge of communication systems - [S1A_W09]		
Skills:		
1. knows how to use basic theoretical knowledge and acquire data for analyzing social processes and phenomena - [S1A_U02]		
2. knows how to properly analyze the causes and course of specific processes and social phenomena - [S1A_U03]		
3. can modeling the communication system in teams - [S1A_U04]		
Social competencies:		
1. can participate in teams - [-S1A_K05]		
Assessment methods of study outcomes		
discussion, Written final test		
Course description		
1. Group and team. The stages of team development, team roles.		
2. Threats connected with team work: social idleness, social facilitation, conformity, group thinking, group polarization, influence of authority.		

3. Public communication: type and functions of meetings, preparation of professional public speeches, strategies and tactics of self-presentation
4. Communication in employee teams: types of organizational communication, communication networks, use of formal and informal communication in team management.
5. Conflict management in a team of employees: prevention of intergroup conflicts in the organization, mechanisms increasing disagreement in the group, behaviors integrating the parties to the conflict, ways of solving group conflicts (mediation, arbitration, etc.)
6. Selected problems of team work: filling the gap in knowledge and skills, the importance of group norms, ways of dealing with difficulties in the team, methods of improving interpersonal communication (empathic listening skills, argumentation, persuasion).

Basic bibliography:

1. Stankiewicz J., (1999), Komunikowanie się w organizacji, Wyd. Astrum. Wrocław
2. J.R. Katzenbach, D.K. Smith, (2001), Siła zespołów. Wpływ pracy zespołowej na efektywność organizacji, Dom Wydawniczy ABC, Kraków,
3. H. Mruk (red.) (2002), Komunikowanie się w biznesie, Wyd. Akademii Ekonomicznej, Poznań
4. Pacholski L., Malinowski B., Niedźwiedź S., (2012) Kierowanie. Przewodzenie zespołem ludzkim w jednostkach organizacyjnych. Wyd. Politechniki Poznańskiej, Poznań
5. Potocki A. (red.), (2005), Zachowania organizacyjne. Wybrane zagadnienia, Wyd. Difin, Warszawa
6. Warner T., (1999), Umiejętności w komunikowaniu się, Wyd. Astrum, Wrocław

Additional bibliography:

1. Kożusznik B. (2002), Psychologia zespołu pracowniczego: doskonalenie efektywności, Wydaw. Uniwersytetu Śląskiego, Katowice
2. Jabłonowska L., Wachowiak P., Winch S., (2008), Prezentacja profesjonalna. Teoria i praktyka, Wyd. Difin Warszawa
3. Stefaniuk T., (2014), Komunikacja w zespole wirtualnym, Wyd. Difin, Warszawa

Result of average student's workload

Activity	Time (working hours)
1. Lectures	10
2. Preparation of current issues	5
3. Preparation for the test	5
4. Final test	2

Student's workload

Source of workload	hours	ECTS
Total workload	22	2
Contact hours	10	1
Practical activities	4	1