STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Internal communication in the organization**	Code **1011105231011108877**

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	No. of credits **2**
Lecture: **14** Classes: **12** Laboratory: **-** Project/seminars: **-**	

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:

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Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	He has knowledge about human resource management systems
2	**Skills**	He can analyze and evaluate and design management systems
3	**Social competencies**	He knows how to communicate effectively in a group and collaborate in a team

Assumptions and objectives of the course:

Teach understanding and applying methods of managing social relations and communication processes in the organization.

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. He knows and understands the psychological, social and cultural determinants of employee behavior - [-]
2. He knows and understands the methods of studying human opinion and attitudes - [-]
3. He knows and understands the principles of designing management systems - [-]
4. He knows and understands the principles and methods of diagnosing the social climate in the organization - [-]

Skills:

1. He can design, analyze and evaluate social relations in the organization - [-]
2. He can design and conduct a social climate survey in an organization - [-]

Social competencies:

1. Umie sprawnie i skutecznie porozumiewać się - [-]
2. Umie odpowiedzialnie pracować w zespole - [-]

Assessment methods of study outcomes

Passing with the grade based on the colloquium and assessment of the quality of social climate research in the organization

Course description

1 Organization and its resources: Resources of the organization (enterprises): tangible and intangible; technical, economic, organizational, financial ... Human resources: competences and attitudes.

2 Organization culture: Organization (enterprise) culture; social and technical culture. Cultural patterns, social institutions. Social division of labor. Technical and social system of the organization. The division of roles [owner, manager, salaried employee] and division of labor. Its impact on the social climate of the organization.

3 Human resource management: The role of human resources in achieving the goals of the organization (enterprise). Work process management and personnel management. HR process. Human resource management system.

4 Team management: Group processes, their forms and dynamics. Authority, authority and division of roles in the group. Leading a team. Pathologies of group processes, discrimination, harassment, mobing ... Group process management. Their impact on the social climate in the organization

5 Social dialogue in the organization: Place and role of communication processes in the coordination of activities and in the analysis and development of institutional rules of the organization. Institutional discourse. Social dialogue in the organization. Pathologies of social dialogue

6 Social climate: Social climate of the organization. Its essence and determinants. The manifestations and influence of the social climate on the credibility of the organization. Methods of measuring and assessing the social climate. Climate study in the organization

7 Social organization management: Standard SA 8000. Corporate social responsibility. SA 8000 standard. Requirements of the SA 8000 standard. Accreditation criteria in the area of ??corporate social responsibility. Implementation of the social responsibility management system in the organization

Basic bibliography:

1. S. Morreale, B. Spitzberg, J.K. Barge, Komunikacja między ludźmi, Wydawnictwo Naukowe PWN

2. M. Jaworowicz, P Jaworowicz, Skuteczna komunikacja w nowoczesnej organizacji, Difin

3. J. Malinowska-Parzydło, Jesteś marką, Helion, Warszawa 2015

4. J. Olędzki, Dariusz Tworzydło, Public relations. Znaczenie społeczne i kierunki rozwoju, PWN, Warszawa 2006

Additional bibliography:

1. J.Przybysz, D. Mendlewski, Public relations w Internecie, Zeszyty Naukowe PP. Humanistyka i Nauki Społeczne, nr54/2005, Poznan, 2005

2. W. Nowak, Media planning, Proteus, Kraków, 2001

Result of average student's workload

Activity	Time (working hours)
1. Participation in lectures and exercises	20
2. Preparation for classes	20
3. Analysis of the indicated literature and elaboration of selected problems, including social climate research	30
4. Learning	30
5. Consultations	6

Student's workload

Source of workload	hours	ECTS
Total workload	30	2
Contact hours	30	1
Practical activities	0	0