STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Methodology of communicative competence**		Code **1011105231011108879**
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
Lecture: **14** Classes: **12** Laboratory: **-** Project/seminars: **-**				**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:	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	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 comunication 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 comunication 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&&&' 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