



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Managerial skills training

### Course

Field of study

Aerospace Engineering

Area of study (specialization)

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

II/3

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

15

### Number of credit points

1

### Lecturers

Responsible for the course/lecturer:

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Responsible for the course/lecturer:

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Wydział Inżynierii Zarządzania

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### Prerequisites

Knowledge: Basic knowledge of humanities at the high school level

Skills: Basic skills in the field of analysis and seeking information for the purposes of professional practice

Social competencies: Students should recognize the importance of managerial skills as a component of effective functioning in a professional and social environment

### Course objective

the aim of the course for students is to acquire skills, knowledge and competences in the field of soft managerial skills.



### Course-related learning outcomes

#### Knowledge

K2A\_W26 The student knows the general principles of creating and developing forms of individual entrepreneurship, also taking into account time management, as well as the ability to correctly self-present, using knowledge in the fields of science and scientific disciplines, appropriate for aviation and astronautics (Aerospace Engineering)

#### Skills

K2A\_U03 The student has the ability to self-study using modern teaching tools, such as remote lectures, internet sites and databases, teaching programs, e-books

#### Social competences

K2A\_K05 Student is able to properly determine the priorities for the implementation of a task set by himself or others

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

1. Written final test
2. Assessment of activity and participation during classes

### Programme content

#### I. Features of the manager in the self-learning organization

1. Identification of facts in accordance with objective reality - awareness of existing problems and situations,
2. Making decisions in accordance with the facts - change by early acceptance of existing restrictions and conditions,
3. The purposefulness and awareness of management actions taken,
4. Assertiveness of the manager
5. Responsibility of the manager
6. Integrity of the manager
7. The manager's flexibility

#### II. Philosophy of continuous improvement

1. Identification of small problems
2. Achieving small goals
3. Pragmatism of small thoughts in the context of visualization of results



4. Identification of small moments as a way to innovate

5. Small prizes in the context of motivation

III. Rules for the efficient performance of managerial activities

1. The cycle of organized activity and the implementation of managerial functions

2. Universal principles and rules of efficient operation - the principles of "good work"

3. Ethics and the effectiveness and efficiency of the manager

4. Techniques and methods for mastering managerial problems

5. Time management elements

IV. Delegating tasks in the organization

1. Delegation in the context of the management function

2. Types of subordinates in the context of the situational leadership model

3. Styles of delegating rights in the situational leadership model

4. Diagnosis of targeting styles (efficiency and flexibility of style)

5. Rules for the efficient performance of managerial tasks

### Teaching methods

Classes will be conducted in the form of a workshop supplemented with a seminar lecture

### Bibliography

Basic

1. The One Minute Manager - Jednominutowy Menedżer i przywództwo. Blanchard K. , Zigarmi P., Zigarmi D., MT Biznes 2008

2. Thinking fast and slow - Pułapki myślenia. O myśleniu szybkim i wolnym. Wydawnictwo Media Rodzina 2012

Additional

1. The 7 Habits of Highly Effective People - 7 nawyków skutecznego działania. Covey S. R., Dom Wydawniczy Rebis 2003



### Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,0
Classes requiring direct contact with the teacher	15	0,6
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	10	0,4

<sup>1</sup> delete or add other activities as appropriate