



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Employee Management Team

### Course

Field of study

Material Engineering

Area of study (specialization)

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

polish

Requirements

elective

### Number of hours

Lecture

30

Laboratory classes

Other (e.g. online)

Tutorials

Projects/seminars

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

dr inż. Małgorzata Spychała

Responsible for the course/lecturer:

email: malgorzata.spychala@put.poznan.pl

Faculty of Engineering Management

Division of Marketing and Organization

Development

### Prerequisites

Knowledge: The student knows the basic concepts of teamwork.

Skills: The student has the ability to perceive, associate and interpret phenomena occurring during team work.

Social competences: The student is aware of the importance of teamwork in professional and private life.

### Course objective

The aim is to develop students' team management skills: appointing a team, motivating team members, organizing work, controlling team work; to familiarize students with the issues of managing a team of employees.



### Course-related learning outcomes

#### Knowledge

1. The student has the knowledge necessary to manage an employee team in various fields of activity.
2. The student has a basic knowledge of team building and team roles.
3. The student knows the general principles of creating, organizing, motivating and improving employee teams.

#### Skills

1. Student is able to resolve conflict in a team, using various strategies for resolving conflicts in a business environment.
2. The student is able to select people for the team due to competences and team roles.
3. Student can motivate people in a team.
4. Student is able to adapt the team management style depending on the competence and motivation of team members.

#### Social competences

1. The student is aware of the importance and understands responsibility for decisions taken when managing a team of employees.
2. Student is able to interact and work in a group, taking on various team roles.
3. Student is able to think and act in a creative and entrepreneurial way while working in a team.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

written test - 12 questions,

> 50 % - ndst

≤ 50%; 60% ≥- dst.,

< 60%; 70%> dst plus,

≤70%, 85%> db,

≤85%, 91≥ db plus,

≤92%, 100%≥ bdb.

Discussions;

- work in groups, observation of students in class,

### Programme content



1. Introduction to the issues of human resource management, Models of the personnel function
2. The essence of employee teams, the difference between a group and a team, pros and cons of teamwork
3. Stages of employee team management
4. Appointment of employee teams - recruitment and selection of team members
5. Roles in the team - role characteristics
6. Communication and cooperation in a team of employees
7. Conflicts in a team, conflict resolution strategies in employee teams
8. Systems of motivating employees in a team. How to motivate effectively - practical tips
9. Development and improvement of employees in teams. Employee improvement methods.
10. Styles of managing employee teams. Project team management - theory and practice
11. Effectiveness of employee teams
12. Errors in the management of employee teams

### Teaching methods

problem lecture / lecture with multimedia presentation, discussion, case studies, group work, role playing

### Bibliography

#### Basic

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. Ludwiczynski, A. (2007), Zarządzanie zasobami ludzkimi, Warszawa: PWN,
4. Mackin D., (2011), Budowanie zespołu. Zestaw narzędzi, Poznań, Wydaw. Rebis,
5. Kożusznik (2005), Kierowanie zespołem pracowniczym, Warszawa: PWE.

#### Additional

1. Kożusznik B. (2002), Psychologia zespołu pracowniczego: doskonalenie efektywności, Katowice: Wydaw. Uniwersytetu Śląskiego
2. Heidema J.M., McKenzie C.A., (2006), Budowanie zespołu z pasją, Od toksycznych zachowań do zaangażowania, Dom Wydawniczy Rebis.



### Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	50	2,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	25	1,0

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