COURSE DESCRIPTION CARD - SYLLABUS

Course name
Communication in safety

Course

Field of study
Safety Engineering
Year/Semester
1/2
Area of study (specialization)
Security and Crisis Management
Profile of study
general academic
Level of study
Second-cycle studies
Course offered in
Polish
Form of study
part-time
Requirements
elective

Number of hours

Lecture
8
Laboratory classes
Other (e.g. online)
Tutorials
10
Projects/seminars
10

Number of credit points

4

Lecturers

Responsible for the course/lecturer:
Ph.D., D.Sc., Joanna Sadłowska-Wrzesińska,University Professor

Mail to: joanna.sadlowska-wrzesinska@put.poznan.pl

Phone: 61 665 34 09

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:
Ph.D., Eng. Żaneta Nejman

Mail to: zaneta.nejman@put.poznan.pl

Phone: 61 6653364

Faculty of Engineering Management

ul. J. Rychlewskiego 2, 60-965 Poznań

Prerequisites

The student has basic knowledge of law, ergonomics, work safety and psychology; knows how to recognize cause-and-effect relationships in the area of broadly understood security. The student is aware of the importance of interpersonal and group communication in the process of ensuring security.

Course objective

Explain the essence of communication (interpersonal, group) with emphasis on its special role in solving problems occurring in social situations. Transfer of knowledge on the possibilities of using a variety of media to improve security: personal, structural, work and organization.

Course-related learning outcomes

Knowledge

- Student knows issues related to the area of ergonomics and occupational safety in communication processes in safety [P7S_WG_03],

- The student knows the issues of management and management, especially in the area of quality in connection with security [P7S_WG_08],

- The student knows the basic methods, techniques, tools and communication materials used to solve engineering tasks in the field of ergonomics and occupational safety, also those that relate to information technology and computer support [P7S_WK_03],

Skills

1. Student knows issues related to the area of ergonomics and occupational safety in communication processes in safety [P7S_WG_03]

2. The student knows the issues of management and management, especially in the area of quality in connection with security [P7S_WG_08]

3. The student knows the basic methods, techniques, tools and communication materials used to solve engineering tasks in the field of ergonomics and occupational safety, also those that relate to information technology and computer support [P7S_WK_03]

Social competences

1. The student is aware of the recognition of cause and effect relationships in the implementation of organizational goals and tasks and understands the role of communication in this area [P7S_KK_01]

2. The student is aware of the understanding of non-technical aspects and effects of engineering activities, including its impact on the environment and the associated responsibility for decisions [P7S_KK_03]

3. The student is able to plan and manage business ventures using the forms of communication selected for these ventures [P7S_KO_01]

4. The student is aware of behavior in a professional manner, compliance with the principles of professional ethics and respect for the diversity of views and cultures, which is reflected in the designed and used forms of communication [P7S_KR_01]

5. The student is aware of the responsibility for own work and readiness to comply with the rules of teamwork and taking responsibility for the tasks carried out [P7S_KR_02]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: knowledge is verified by short colloquia after the third and fifth teaching unit including problem tasks. Partial assessments are used in the process of project execution. The pass mark is 50%+1.

Exercises: social skills and competences are verified through the use of partial marks, resulting from work performed in teams (taking responsibility for decisions made), activity bonuses. Pass mark: 50%+1.

Project: social skills and competences are verified through the assessment of partial grades, resulting from the presentation of the consecutive parts of the project on time. Pass mark: 50% +1.

Summative assessment:

Lecture: knowledge is verified through a written test on the basic concepts and problems of contemporary work psychology. Pass mark: 50%+1.

Exercises: are evaluated on the basis of partial marks. Pass mark: 50%+1.

Project: average of partial grades for the substantive assessment of the project + grade for the editing level. Credit threshold: 50% + 1.

Programme content

Lecture: Social competencies necessary in security processes: emotional competence, ethical sensitivity, interpersonal communication. XXI century as the age of information. Communication at the operational level: skills of argumentation, persuasion, conflict resolution, discussion, presentation. Message as a tool in the security process. Verbal communication, or word-based communication. Content, fluency, paraphrasing, modulation, ilo time. Nonverbal communication: more than a thousand words. Facial expressions, gestures, distance, posture. The importance of non-verbal communication at work. Communication in difficult and/or crisis situations. Communicating about disaster, victims, death of loved ones. Social support as part of traumatic stress reduction. Social communication: image creation, campaigning, means of persuasion, media manipulation. Designing activities in the area of interpersonal and/or social communication to increase the level of safety culture in a selected organization.

Exercises: Games and games in the work environment. Current safety issues. Techniques supporting effective communication. Social influence. Communication in a group. Faces of communication.

Project: Preparing a project entitled Increasing safety at work by improving communication at a selected work place. Guidelines for the project. Editorial requirements. Analysis of theoretical assumptions for the project. Research problem and research questions. Choosing the method and research technique. Implementation of the various stages of the project.

Teaching methods

Lecture: multimedia presentation illustrated with examples, informative lecture, seminar lecture.

Exercises: multimedia presentation illustrated with examples, practical exercises, talk, exposing methods (film, show), panel discussion, simulating expert debates, case study, brainstorming.

Design: ongoing consultations for the project.

Bibliography

Basic

1. Sadłowska-Wrzesińska J., Znaczenie komunikacji interpersonalnej w procesie kształtowania wysokiej kultury bezpieczeństwa pracy, w: Kunas M. (red.)., BPM vs. HRM, Seria: Zarządzanie procesami w teorii i praktyce, Zeszyt nr 4, Szczecin, 2016.

2. Sadłowska-Wrzesińska J., Kultura bezpieczeństwa pracy. Rozwój w warunkach cywilizacyjnego przesilenia, Aspra, Warszawa, 2018.

3. Stankiewicz J., Komunikowanie się w organizacji, Wrocław, 2009.

4. Sadłowska-Wrzesińska J., Nejman Ż., Gabryelewicz I., Kultura bezpieczeństwa pracy w roli czynnika motywacyjnego - analiza różnic płciowych, Przedsiębiorczość i Zarządzanie, 18(6/1), 165-208, 2017.

Additional

1. Sadłowska-Wrzesińska J., Lewicki L., Podstawy bezpieczeństwa i zdrowia w pracy, Wydawnictwo WSL, Poznań, 2018.

2. Robbins S., Zachowania w organizacji, PWE, Warszawa, 2012.

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,0
Classes requiring direct contact with the teacher	28	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests, project preparation) [1]	72	3,0

[1] delete or add other activities as appropriate