



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Managerial skills training

Course

Field of study

Product Lifecycle 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

15

Laboratory classes

0

Other (e.g. online)

0

Tutorials

15

Projects/seminars

0

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

Rafał Mierzwiak, Ph.D. Eng.

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Responsible for the course/lecturer:

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Prerequisites

1. Basic knowledge of humanities at high school level
2. Basic skills in the analysis and search for information for the purposes of professional practice
3. Recognizes the importance of managerial skills as a component of effective functioning in a professional and social environment

Course objective

The aim of the course is to acquire skills, knowledge and competences in the field of soft managerial skills by the student.

Course-related learning outcomes

Knowledge



Student has knowledge of the connections between various non-technical fields such as economics, law or ethics and the power industry profession.

Skills

Student is able to plan and implement his development

Student can motivate himself and others

The student is able to interact with other people as part of team work on solving an engineering problem and take up managerial positions in these teams.

Social competences

Student is aware of the need to respect the rights of other entities in independent and team work, honesty and responsibility in carrying out tasks, acting in accordance with the principles of professional ethics and acting to observe these principles.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

1. Written examination, minimum pass mark is 51% of the maximum number of points
2. Evaluation of the credit project

Programme content

I. Features of a manager in a 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 prior acceptance of existing restrictions and conditions,
3. Purposefulness and awareness of management actions taken,
4. Manager's assertiveness
5. Manager's responsibility
6. Manager integrity
7. Manager flexibility

II. The philosophy of continuous improvement

1. Identification of small problems
2. Achieving small goals



3. Pragmatism of small thoughts in the context of results visualization

4. Identification of small moments as a way of innovation

5. Small rewards in the context of motivation

III. Principles of efficient execution of managerial activities

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

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

3. Ethics and manager's effectiveness and efficiency

4. Techniques and methods of mastering managerial problems

5. Elements of time management

IV. Delegation of tasks in the organization

1. Delegation in the context of management functions

2. Types of subordinates in terms of situational leadership model

3. Styles of delegating powers in the situational leadership model

4. Diagnosis of management styles (style effectiveness and flexibility)

V. Introduction to project management

1. organisation of projects in a cascade model

2 Agile methodologies in project management

3. Kanban method in project management

Teaching methods

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

Bibliography

Basic

Covey, S. R. (2014). The 7 habits of highly effective families. St. Martin's Press.

Blanchard, K. (2018). Leading at a higher level: Blanchard on leadership and creating high performing organizations. FT Press.



Additional

Hammarberg, M., & Sunden, J (2014). Kanban in action. Manning Publications Co.

Kahneman, D. (2011). Thinking, fast and slow. Macmillan

Drucker, P. (2018). The effective executive. Routledge.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	38	1,5
Student's own work (literature studies, preparation for projects, project preparation, preparation for final tests) ¹	37	1,5

¹ delete or add other activities as appropriate