POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name

Employee Management Team

Course

Field of study	Year/Semester
Product Lifecycle Engineering	1/2
Area of study (specialization)	Profile of study
	general academic
Level of study	Course offered in
Second-cycle studies	english
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
15		
Tutorials	Projects/seminars	

Number of credit points

1

Lecturers

Responsible for the course/lecturer:

dr inż. Małgorzata Spychała

email: malgorzata.spychala@put.poznan.pl

Faculty of Engineering Management

Division of Marketing and Organization Development

Responsible for the course/lecturer:

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.

POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)
pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

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

POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

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. Graczyk-Kucharska M., Spychała M., Goliński M., Szafrański M., (2020) CHALLENGES OF MODERN HUMAN RESOURCE MANAGEMENT, Instytut Naukowo-Wydawniczego „Spatium" , Radom

2. KatzenbachJ.R., Smith D.K. , (2005), The Wisdom of Teams: Creating the High Performance Organization,

3. Belbin, M. R. (2011), "Management Teams: Why They Succeed or Fail (3rd ed.)", Human Resource Management International Digest, Vol. 19 No. 3.

Additional

1. Armstrong M., (2010), Human Resources Management, Wydawnictwo Wolters Kluwer Polska,

2. Salas E., Goodwin G.F., Burke C. S., (2009), Team Effectiveness in Complex Organizations, New York, Psychology Press,

3. Mackin D., (2011), Budowanie zespołu. Zestaw narzędzi, Poznań, Wydaw. Rebis,

POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,0
Classes requiring direct contact with the teacher	15	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	10	0,5

[1] delete or add other activities as appropriate