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
Staff Management

Course

Field of study	Year/Semester
Technologia chemiczna (Chemical Technology)	II/3
Area of study (specialization)	Profile of study
Composites and Nanomaterials	general academic
Level of study	Course offered in
Second-cycle studies	English
Form of study	Requirements
full-time	compulsory

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
15	0	0
Tutorials	Projects/seminars	
0	0	

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr Joanna Małecka
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Wydział Inżynierii Zarządzania
ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

Prerequisites

The student knows the basic concepts of team work, management, including quality management and doing business. Knows the general principles of creating and developing forms of individual entrepreneurship, using knowledge of the fields of science and scientific disciplines relevant to the field of study being studied. The student knows the basic concepts of teamwork, has the ability to perceive, associate and interpret phenomena occurring during teamwork, and is aware of the importance of teamwork in professional and private life. Communicates freely in English - at a level that allows to understand the literature on the subject.

Course objective

Developing the skills of managing a team by students: appointing a team, motivating team members, organizing work, controlling team work. The student understands the issues of employee team management and the role of emotional intelligence as a determinant of the recruitment process and soft competences in team building and management.

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Course-related learning outcomes

Knowledge

1. Student has an extended knowledge of investing in the chemical industry, management, including quality management, conducting business activity and technology transfer [K_W9].

Skills

1. Student has the ability to obtain and critically evaluate information from literature, databases and other sources and formulate opinions and reports on this basis [K_U1].

2. Student has the ability to work as a team and manage a team [K_U2].

3. Student is able to determine the directions of further education and to realize self-development [K_U5].

Social competences

1. Student is aware of the need for lifelong learning and professional development [K_K1].

2. Student professionally recognizes problems and makes the right choices related to the profession, in accordance with the principles of professional ethics [K_K3].

3. Student observes all rules of teamwork; he/she is aware of the responsibility for joint ventures and achievements in professional work [K_K4].

4. Student is able to think and act in a creative and entrepreneurial way [K_K6].

5. Student understands the need to provide the public with information about the current state and directions of development of chemical technology, about the principles of use and handling of chemical products, about the risks associated with the acquisition of raw materials, chemical production and distribution.[K_K7]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

LECTURES - Formative assessment: active in discussions summarizing individual lectures or given material (e.g. books, movies), giving the student the opportunity to assess the understanding of the problem; optional papers (essay) assigned during the semester. Summative assessment: written exam on the last lecture (to obtain a positive grade, 55% of points are required).

Programme content

1. Introduction to the issues of human resource management - the role and meaning of personality

2. The concept of Organization and Management

3. Management functions

4. Methods and tools for staff motivating

5. Manager - the role and competences - stress in the workplace

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6. Manager - the role and competences - conflicts in a team, conflict resolution strategies in employee teams

7. The role of CV in the recruitment process - the level of emotional intelligence as a condition of the recruitment process

8. Systems of motivating employees in a team - practical tips

9. Development and improvement of employees in teams

10. Styles of managing employee teams - theory and practice

11. The most common managers mistakes

Teaching methods

I. FEEDBACK: Information lecture, Problem lecture, Conversational lecture, Talk, Lecture, Reading

II. SEARCHING: Case study, Brainstorming, Round table discussion, Discussion - pyramid, Discussion - seminar, Discussion - paper,

III. TUTORIAL - PRACTICAL: Auditorium exercises, Demonstration method, Project method, Workshop method, Tasks solbing, Writting essay

IV. EXPOSING: Demonstration (film / presentation)

Bibliography

Basic

1. Goldratt, E.M., Cox, J. (2008). CEL I. Doskonałość w produkcji. Wydawnictwo: Mint Books - dostępna dla Studentów na Moodle w wersji eBook

1. Goldratt, E.M., Cox, J. (2008). The Goal. Publisher: Mint Books - acces for Studens at Moodle platform as a eBook

2. Cialdini, R (2012). Wywieranie wpływu na ludzi. teoria i praktyka. Gdańsk: GWP - dostępna dla Studentów na Moodle w wersji eBook

2. Cialdini, R. (2012). Influence The Psychology of Persuasioin. Harper Collins e-books - acces for Studens at Moodle platform as a eBook

3. Małecka (2019). Knowledge Management in SMEs. Journal of Knowledge Management Application and Practice Vol.1. No.3. (Dec. 2019). pp. 47-57. Natural Science Publishing. http://www.naturalspublishing.com/ContIss.asp?IssID=1680 - dostępne on-line

4.The Open University of Hong Kong (2020). Human Resiurce Management - acces for Studens at Moodle platform as a eBook

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Additional

1. Żurek, A. (2015). Zaządzaniei przez zaangażowanie. Jak bezinwestycyjnie poprawić wynik. ObePress - dostępne dla Studentów na Moodle w wersji eBook

2. Griffin, R.W. (2017). Podstawy zarządzania organizacjami. Warszawa: PWN

3. Drucker, P.F. (2001). Myśli Przewodnie Druckera. Harvard Business School

4. Małecka, J. (2018). Knowledge Management in SMEs – In Search of a Paradigm. Proceedings of the 19th European Conference of Knowledge Management. Published by Academic Conferences and Publishing International Limited Reading, UK. E-Book: ISBN: 978-1-911218-95-1. E-BOOKISSN: 2048-8971. Book version ISBN: 978-1-911218-94-4 Book Version ISSN: 2048-8963. p.485-493 - dostepne on-line

5. Goldratt E.M. (2008). Cel II. To nie przypadek.Wydawnictwo: Mint Books

6. Król H. Ludwiczyński, A. (2007). Zarządzanie zasobami ludzkimi. Warszawa: PWN

7. Kostera M. (2006). Zarządzanie personelem. Warszawa: PWE

8. Kożusznik (2005). Kierowanie zespołem pracowniczym. Warszawa: PWE

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	25	1,0
Student's own work (literature studies, preparation for lectures: writing essay, case-study analysis, watching movies, preparation for tests/final test) [1]	25	1,0

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[1] delete or add other activities as appropriate