



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time and team management [S2Elenerg1>ZCiL]

### Course

Field of study

Electrical Power Engineering

Year/Semester

2/3

Area of study (specialization)

Electric Energy Exploitation

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

full-time

Requirements

elective

### Number of hours

Lecture

15

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

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### Lecturers

### Prerequisites

The student has basic knowledge of the humanities. He also has basic skills in analysis and searching for information for the purposes of professional practice. The student recognizes the importance of organizing own work as a component of effective functioning in professional and social environment.

### Course objective

The aim of the course is to acquire knowledge and skills in the field of proper organization of tasks over time. As a result of its implementation, students will acquire the ability to create their own effective and efficient system of organizing tasks in the context of professional and non-professional work.

### Course-related learning outcomes

Knowledge:

1. the student has basic knowledge necessary to understand social, economic, legal and other non technical conditions of engineering activity, including the principles of sustainable development within the conducted subject, especially in relation to management sciences.
2. the student has basic knowledge of management, including quality management and conducting business activity in the field of environmental engineering within the conducted subject.

3. the student knows the general principles of creating and developing forms of individual entrepreneurship, using the knowledge of environmental engineering within the conducted subject, especially in relation to time management issues.

#### Skills:

1. the student is able to obtain information from literature, databases and other appropriately selected sources, also in English or another foreign language considered to be the language of international communication in the field of environmental engineering; he or she can integrate information obtained, interpret it, as well as draw conclusions and formulate and justify opinions.
2. the student is able to interact and work in a group, assuming different roles in it, and is able to determine appropriate priorities for realization of tasks defined by him/her or others; especially in relation to time management issues.
3. the student has the ability to self-study; he/she understands the need for lifelong learning.

#### Social competences:

1. the student is aware of the responsibility for making decisions concerning the subject matter of the course.
2. the student is prepared to think and act in an entrepreneurial way.
3. the student is aware of the social role of a technical university graduate, is prepared to formulate and convey information and opinions on technical achievements and other aspects of engineering activity in a commonly understood way.
4. the student is aware of the need to maintain ethical standards resulting from the social role of a technical university graduate.

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

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Conditions for passing this course are as follows:

- 1) preparation of final essay concerning the marketing strategy of the company - 50 points are possible to obtain.
  - 2) test consisting of closed and open questions - 50 points are possible to obtain.
- The passing threshold: obtaining at least 50 points including the final essay and the test.

### Programme content

The characteristics of modern time management conditions. Elements of praxeology in task organization. Contemporary concepts and methods of time management. Time management system based on the concepts of 7 effective action habits. Methods of planning and scheduling activities. Methodology of network thinking in project planning. Selected problems of forecasting. Goal management. Kaizen philosophy.

### Course topics

1. Characteristics of Modern Time Management Conditions  
Discussion on the dynamic work environment and its impact on time management.  
The influence of technology on efficiency and time organization.  
Remote work and time management.  
Challenges related to work-life balance.
2. Elements of Praxeology in Task Organization  
Definition and significance of praxeology in management.  
Principles of efficiency according to praxeology.  
Practical application of praxeology in daily tasks.
3. Contemporary Concepts and Methods of Time Management  
Overview of the latest time management concepts (e.g., Getting Things Done, Pomodoro).  
Analysis of popular time management methods (Eisenhower Matrix, Pareto Principle).  
Benefits and limitations of each method.
4. Time Management System Based on the Concept of The 7 Habits of Highly Effective People  
Discussion on Stephen Covey's concept of the 7 Habits of Highly Effective People.  
Implementation of the 7 habits in time management.

Examples of practical application of the habits in everyday professional life.

#### 5. Methods of Planning and Scheduling Activities

Differences between planning and scheduling.

Planning tools and techniques (e.g., Gantt chart, PERT charts).

Creating effective schedules and monitoring them.

#### 6. Network Thinking Methodology in Project Planning

Introduction to network thinking.

Application of network thinking in project planning and execution.

Practical tools for network thinking (e.g., mind mapping).

#### 7. Selected Problems of Forecasting

Types of forecasts and their significance in management.

Forecasting techniques (trend analysis, extrapolation).

Errors and challenges associated with forecasting.

#### 8. Goal Management

Setting and prioritizing goals.

The SMART method in goal management.

Monitoring and evaluating goal achievement.

#### 9. The Philosophy of Kaizen

Principles of Kaizen philosophy and its application in management.

Kaizen practices in improving time management processes.

Examples of successes resulting from the application of Kaizen in organizations.

### Teaching methods

Lecture: informative lecture - multimedia presentation illustrated with examples given on the board.

### Bibliography

Basic

1. Seiwert L., Woeltje H.: Efektywne zarządzanie czasem, Microsoft Press, 2012

2. Covey S. R.: 7 nawyków skutecznego działania. Dom Wydawniczy Rebis, 2003

3. Morgenstern J.: Jak być doskonale zorganizowanym. Wydawnictwo Amber, 1999

Additional

1. Tracy B.: Zarządzanie czasem, Warszawa 2009

2. Kotarbiński T.: Traktat o dobrej robocie. Zakład narodowy im. Ossolińskich, 1977.

3. Bieniok H.: Zarządzanie czasem. Poradnik dla mało efektywnych. Warszawa 2010

4. Nowak, M.; Mierzwiak, M.; (2017). Przesłanki tworzenia prakseologicznej teorii organizacji w nurcie austriackim, Prakseologia w zarządzaniu i dowodzeniu. Ekonomiczność w zarządzaniu 3

5. Nowak, M. (2018). Forecasting in economic sciences in the context of chaos theory. Organizacja i Zarządzanie: kwartalnik naukowy.

6. Nowak, M.; Ziomek, J.; ,Intuitive and Rational Cognition in the Theory and Practice of Management Sciences, Problemy Zarządzania,,2/2019 (82),142-154,2019

### Breakdown of average student's workload

	Hours	ECTS
Total workload	29	1,00
Classes requiring direct contact with the teacher	15	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	14	0,50