POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Team Management [S1DSwB1>KZ]

Course

Field of study	Year/Semester
Data Science in Business	3/5
Area of study (specialization)	Profile of study
–	general academic
Level of study	Course offered in
first-cycle	Polish
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other
15	0	0

Tutorials	Projects/seminars
15	15

Number of credit points
4,00

Coordinators	Lecturers
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Prerequisites

The student has knowledge of the basics of management - he knows the concepts related to teamwork, delegating tasks, directing. He should understand and have the ability to analyze the processes taking place in the relationships between people in the team. The student is aware of the importance of the ability to work in a team in the organization and as an essential skill in the labor market

Course objective

Familiarizing students with the issues of team management from the position of team manager (and leader). Developing skills in building, motivating, improving teamwork and team evaluation

Course-related learning outcomes

Knowledge:
Characterizes the conditions of teamwork, including the dynamics of new and mature teams, as well as the impact of age and cultural diversity on collaboration effectiveness [DSB1_W09].
Describes team roles, the process of team building and motivation, and the principles of effective communication and feedback delivery [DSB1_W10].

Skills:
Selects and applies appropriate leadership styles, adapting them to the organization's specifics, team composition, and work conditions [DSB1_U07].
Utilizes relationship-building and team motivation tools, including appreciation techniques, reward algorithms, and the FUKO method [DSB1_U09].
Identifies and diagnoses team dysfunctions and applies effective methods for their elimination [DSB1_U05].
Manages the onboarding and offboarding process, considering organizational needs and team development [DSB1_U10].
Delivers constructive feedback using principles of effective communication and fostering a culture of feedback [DSB1_U04].

Social competences:
Considers the importance of responsible team management and its impact on organizational effectiveness and employee satisfaction [DSB1_K05].
Collaborates in interdisciplinary teams, integrating different perspectives and work styles to optimize team performance [DSB1_K02].

Methods for verifying learning outcomes and assessment criteria
Learning outcomes presented above are verified as follows:

Lecture:
The lecture ended with a written test. The test contains 12-15 closed and open questions.Positive assessment min. 51%.
Exercises:
Exercises ended with an assessment resulting from the implementation of 2 tasks. The formative assessment is the points from the exercises. The condition for passing the exercises is toreceive 51% of points.

Programme content

The essence and practice of team leadership - introduction.
Determinants of teamwork - Age and cultural diversity.
Building the relationship of the manager with the team.
The process of motivating the team in practice. Team performance evaluation.
Providing constructive feedback.
Dysfunctions in teamwork and dealing with them.
Practice of team leadership.
Process of offboarding in a team.

Course topics

Lecture:
The essence and practice of team leadership - introduction. Determinants of teamwork -new/mature team. Age and cultural diversity. Building the relationship of the manager with the team - the importance of the expose. Dual role of the manager in the team. Team building process.Characteristics of team roles. The process of motivating the team in practice. Team performance evaluation. Algorithm of appreciation. Onboarding a new team member. Providing feedback. Constructive feedback. FUKO method. Dysfunctions in teamwork and dealing with them. Improving teamwork. Styles of team leadership - determinants. Specifics of leading a team of specialists/ virtual/project team. The process of knowledge sharing in a team. Practice of team leadership. Process of offboarding in a team.
Exercises:
Building the relationship of the manager with the team - the importance of the expose. (Casestudy, presentation of boss rules). Characteristics of team roles. (Definition of team roles andopportunities for use in the work of the team - role play). The process of motivating the team inpractice. (Algorithm of reward and punishment - scenes). Giving feedback. Constructive feedback. FUKO method (scenes). Dysfunctions in the work of the team and dealing with them (Case study). Improving teamwork (Presentation of teamwork techniques in hybrid and remote work). Preparation of the onboarding process on the example of a selected company.
Project:

Project preparation in a business environment. Work on a selected process: recruitment process, survey of employees' expectations of the functioning motivation process, diagnosis of the company's organizational culture, building the company's Employer Branding strategy, corporate social responsibility strategy, monitoring the level of employee satisfaction, improvement of the communication process in the company.

Teaching methods

Lecture: problem lecture supported by a multimedia presentation, discussion, case study.
Exercises: exercise method supported by a multimedia presentation, scenes, the use of tools for remote team work, specialized webinars (additionally).
Project: work based on the method of analysis, diagnosis and eveluation of data, including work with a survey questionnaire and interview. Problem/ Project Based Learning.

Bibliography

Basic:
1. Król H., Ludwiczyński A., Zarządzanie zasobami ludzkimi, Wydawnictwo Naukowe PWN, Warszawa, 2011.
2. Lencioni P., Pięć dysfunkcji pracy zespołowej, Wydawnictwo MT Biznes, Warszawa, 2016.
3. Krugiełka A, Bartkowiak A., Knap-Stefaniuk A., Sowa-Bethane E., Dachowski R., Onboarding in Polish Enterprises in the Perspective of HR Specialists, nt. Journal Environmental Research of Public Health 2023, 20, 151.
4. Katzenbach J.R., Smith D.K., Siła zespołów. Wpływ pracy zespołowej na efektywność organizacji, Dom Wydawniczy ABC, Kraków, 2001.
5. Belbin R.M., Twoja rola w zespole, Gdańskie Wydawnictwo Psychologiczne, Gdańsk, 2003.

Additional:
1. Mackin D., Budowanie zespołu, Wydawnictwo Rebis, Poznań, 2011.
2. Kożusznik B., Kierowanie zespołem, Polskie Wydawnictwo Ekonomiczne, Warszawa, 2005.
3. Wyrwicka M.K., Krugiełka A., Chuda A., Rola zaufania jako czynnika wyzwalającego zaangażowanie. Postrzeganie pracy zespołów w wybranych przedsiębiorstwach produkcyjnych i usługowych, Przedsiębiorczość i Zarządzanie 2019, tom 20.
4. Lencioni P., Trzy cechy idealnego członka zespołu, Wydawnictwo MT Biznes, Warszawa, 2017.

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,00
Classes requiring direct contact with the teacher	45	2,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	55	2,00