POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Time and people management [S2Elmob1>POE-ZCiL]

Course

Field of study
Electromobility

Year/Semester
2/3

Area of study (specialization)
Alternative Fuels and Energy Storage

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
30

Laboratory classes
0

Other
0

Tutorials
0

Projects/seminars
0

Number of credit points

2,00

Coordinators

Lecturers

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Prerequisites

The student has basic knowledge of humanities. He also has basic skills in analyzing and searching for information for professional practice. The student notices the importance of organizing one's own work as a component of effective functioning in the professional and social environment.

Course objective

The aim of the course is for participants to acquire knowledge and skills in the field of proper organization of tasks in time and people management. 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 the social, economic, legal and other non-

technical conditions of engineering activities, including the principles of sustainable development within the course, especially in relation to management sciences (K2_W15)
2. The student has basic knowledge of management, including quality management and running a business in the field of electromobility as part of the course (K2_W16)
3. The student knows the general principles of creating and developing forms of individual entrepreneurship, using knowledge in the field of electromobility as part of the course, especially in relation to the issue of time management (K2_W16)

Skills:
1. The student is able to obtain information from literature, databases and other appropriately selected sources, also in English or another foreign language recognized as the language of international communication in the field of electromobility; is able to integrate the information obtained, interpret it, draw conclusions and formulate and justify opinions (K2_U02)
2. The student is able to cooperate and work in a group, taking on various roles in it, and is able to appropriately determine priorities for the implementation of a given task by himself or others; especially in relation to time management issues (K2_U15)
3. The student has the ability to self-educate; understands the need for lifelong learning (K2_U15)

Social competences:
1. The student is aware of the social role of a technical university graduate, is prepared to formulate and convey information and opinions regarding technical achievements and other aspects of engineering activities in a generally understandable way (K2_K04)
2. The student is aware of the need to maintain ethical standards resulting from the social role of a technical university graduate (K2_K04)

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

The passing scheme is as follows:
1. Preparing a final paper on time or people management - 50 points possible.
2. Final test consisting of closed and open questions - 50 points possible. Passing threshold: obtaining a minimum of 50 points including the final paper and the colloquium.

Programme content

Characteristics of contemporary time management conditions. Contemporary concepts and methods of time management. Methods of planning and scheduling activities. Network thinking methodology in project planning. Elements of praxeology. Selected forecasting problems. Goal management, basics of management, motivating employees, management styles.

Course topics

Introduction
o Introduction to the course topics
o Overview of the course objectives and benefits of participation
Characteristics of contemporary determinants of time management
2 Contemporary determinants of time management
o Technology and its impact on time management
o Organisational culture and its importance
o Work flexibility and remote working
o Challenges of globalisation
o Stress and information overload
3 Discussion: What determinants affect time management in your organisations?
o Exchange of experiences and observations of participants
o Identification of common challenges
Elements of praxeology in task organisation
4 Praxeology in time management
o Introduction to praxeology
o Activity analysis as key to efficiency
o Examples of application of praxeology in daily work

Contemporary concepts and methods of time management
5 Modern concepts of time management
o GTD (Getting Things Done) methodology
o Pomodoro Method
o Energy management techniques
Activity planning and scheduling methods
6 Planning and scheduling of activities
o Planning tools (e.g. calendars, task management applications)
o Techniques for creating effective schedules
o Examples of good practice
Network thinking methodology in project planning
7 Network thinking in project management
o Introduction to network thinking
o Application of network thinking in project planning
Selected forecasting problems
8 Forecasting problems in time management
o Common forecasting problems and errors
o Techniques to improve forecasting accuracy
Goal management
9 Goal management
o Techniques for setting and managing objectives (SMART, OKR)
o The importance of clear goals in time management
Kaizen philosophy
10 Kaizen philosophy in time management
o Introduction to the Kaizen philosophy
o Principles of continuous improvement
Summary and conclusion
11 Class summary and conclusions
o Discussion of key points
o Exchange of reflections and experiences of the participants
o Answers to questions

Teaching methods

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

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. M Nowak, M Mierzwiak, (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	55	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	25	1,00