POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Managerial Skills Training [S2Elmob1>POE-TUM]

Course

Field of study
Electromobility

Year/Semester
2/3

Area of study (specialization)
Energy Processing Systems

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

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Lecturers

Prerequisites

The student has basic knowledge in the field of humanities. They also possess basic skills in analyzing and seeking information for professional practice. The student recognizes the importance of organizing their own work as a component of effective functioning in the professional and social environment.

Course objective

The aim of the course is for the student to acquire knowledge related to management and managerial skills.

Course-related learning outcomes

Knowledge:
1. The student has basic knowledge necessary to understand social, economic, legal, and other non-technical conditions of engineering activities within the framework of the conducted subject, especially in relation to management sciences (K2_W15).
2. The student has basic knowledge about management, including managing people and conducting

business activities within the framework of the conducted subject (K2_W15).
3. The student knows the general principles of creating and developing forms of individual entrepreneurship, utilizing knowledge in the field of electromobility within the framework of the conducted subject, especially in relation to the issues of organization 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 an international communication language; they can integrate the obtained information, interpret it, as well as draw conclusions, and formulate and justify opinions (K2_U02).
2. The student can cooperate and work in a group, taking on different roles in it, and can properly set priorities for achieving a task defined by themselves or others; especially in relation to managerial skills training issues (K2_U15).
3. The student has the ability to self-educate; they understand the need for lifelong learning (K2_U15).

Social competences:
1. The student is aware of the responsibility for the decisions made concerning the subject matter of the course (K2_K04).
2. The student is aware of the need to maintain ethical standards arising from the social role of a graduate of a technical university (K2_K04).

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

The grading scheme is as follows:
1. Preparation of a credit paper related to management - up to 50 points can be earned.
2. Credit test consisting of multiple choice or open-ended questions - up to 50 points can be earned.
Passing threshold: obtaining a minimum of 50 points combined from the credit paper and the test.

Programme content

I Characteristics of a manager in a self-learning organisation
II Philosophy of continuous improvement
III Principles of efficient managerial performance
IV Delegation of tasks in the organisation

Course topics

I Characteristics of a manager in a self-learning organisation
1.Identification of facts in accordance with objective reality - awareness of existing problems and situations
2.Decision-making in harmony with facts - change through prior acceptance of existing constraints and conditions
3.Purposefulness and awareness of managerial actions taken
4.Assertiveness of the manager
5.Manager's responsibility
6.Manager's integrity
7.Manager's flexibility
II Philosophy of continuous improvement
1.Identification of small problems
2.Achieving small goals
3.Pragmatism of small thoughts in the context of visualising results
4.Identification of small moments as a way to innovate
5.Small rewards in the context of motivation
III Principles of efficient execution of managerial activities
1.The cycle of organised action and the performance of managerial functions
2.Universal principles and rules for efficient performance - principles of "good work"
3.Ethics and the effectiveness and efficiency of the manager
4.Techniques and methods of mastering managerial problems
5.Elements of time management

IV Delegation of tasks in the organisation
1.Delegation in the context of the management function
2.Types of subordinates in terms of the situational leadership model
3.Delegation styles in the situational leadership model
4.Diagnosis of leadership styles (effectiveness and flexibility of style)

Teaching methods

Lecture: informational lecture - multimedia presentation illustrated with examples provided on the board.

Bibliography

Basic:
1. Covey S. R.: 7 nawyków skutecznego działania. Dom Wydawniczy Rebis, 2003
2. Morgenstern J.: Jak być doskonale zorganizowanym. Wydawnictwo Amber, 1999

Additional:
1. Kahneman D., Pułapki myślenia. O myśleniu szybkim i wolnym. Wydawnictwo Media Rodzina 2012
2. Nowak, M.; Ziomek, J.; Intuitive and Rational Cognition in the Theory and Practice of Management Sciences, Problemy Zarządzania,2/2019 (82),142-154,2019
3. Nowak, M.; Nomothetic and idiographic approach in management sciences, Humanities and Social Sciences,25,27,2020,

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