



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Managerial skills training [N2Eltech2>POE-TUM]

### Course

Field of study

Electrical Engineering

Year/Semester

2/3

Area of study (specialization)

Distribution Devices and Electrical Installations

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

### Number of hours

Lecture

20

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 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 related to management and managerial skills by the student

### Course-related learning outcomes

Knowledge:

1. The student has basic knowledge necessary to understand the social, economic, legal and other non-technical determinants of engineering activity within the course being conducted, especially in relation to management sciences
2. The student has basic knowledge of management, including people management and running a

business within the scope of the course being conducted

3. The student knows the general principles of creating and developing forms of individual entrepreneurship, using the knowledge of mechatronics within the course being conducted, especially in relation to the issues of organization management

#### Skills:

1. The student is able to obtain information from literature, databases and other properly selected sources, also in English or another foreign language recognized as the language of international communication; is able to integrate the obtained information, 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 various roles in it, and is able to properly define priorities for the implementation of a task set by himself or others; especially with regard to the issue of training managerial skills
3. The student has the ability to self-study; understands the need for lifelong learning

#### Social competences:

1. The student is aware of the responsibility for the decisions made regarding the subject matter of the subject
2. The student is prepared to think and act in an entrepreneurial way
3. 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:

The credit scheme is as follows:

1. Preparation of a final project on management - 50 points are possible.
2. Final test consisting of open or closed questions - 50 points are possible. Passing threshold: obtaining a minimum of 50 points, including a final thesis and a 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: informative lecture - multimedia presentation illustrated with examples given on the board.

## Bibliography

### Basic:

7 nawyków skutecznego działania. Covey S. R., Dom Wydawniczy Rebis 2003  
Jednominutowy Menedżer i przywództwo. Blanchard K. , Zigarmi P.,Zigarmi D., MT Biznes 2008  
Covey, S. R., & Covey, S. (2020). The 7 habits of highly effective people. Simon & Schuster.  
Griffin, R.W. (2016), Fundamentals of Management, Eight Edition, Cengage Learning, Boston

### Additional:

Kahneman D., Pułapki myślenia. O myśleniu szybkim i wolnym. Wydawnictwo Media Rodzina 2012  
Nowak, M.; Ziomek, J.; ,Intuitive and Rational Cognition in the Theory and Practice of Management Sciences, Problemy Zarządzania,2/2019 (82),142-154,2019  
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	50	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00