COURSE DESCRIPTION CARD - SYLLABUS

Course name
Time management [S2EPiO1>ZC]

Course

Field of study
Industrial and Renewable Energy Systems

Year/Semester
1/2

Area of study (specialization)
Gas Technology and Renewable Energy

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
0

Tutorials
0

Projects/seminars
15

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 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
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.Written examination, minimum pass mark is 51% of the maximum number of points
2. Evaluation of the credit project

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.
Project: introduction to project management, organisation of projects in a cascade model, agile methodologies in project management, kanban method in project management

Course topics

Introduction
o Introduction to the topic of the workshop
o Overview of the objectives of the series and benefits of participation
Characteristics of modern determinants of time management
2 Characteristics of modern 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
Elements of praxeology in task organisation
3 Introduction to praxeology
o Definition of praxeology and its application
o Activity analysis as key to efficiency
o Examples of application of praxeology in daily work
Contemporary concepts and methods of time management
4 Modern concepts of time management

o GTD (Getting Things Done) methodology
o Pomodoro Method
o Energy management techniques
Time management system according to the 7 Habits of Effective Action concept
5 Introduction to the 7 Habits of Effective Action concept
o Overview of the individual habits
o Practical application of the habits in time management
Methods of planning and scheduling activities
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
Project: Elements of Project Management
11 Introduction to project management
o Project organisation in the cascade model
o Agile methodologies in project management
o Kanban method in project management
Summary and conclusion
12 Summary of the class cycle
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 board
Project: classes will be conducted in the form of a workshop supplemented by a seminar lecture .

Bibliography

Basic
Covey, S. R. (2014). The 7 habits of highly effective families. St. Martin"s Press.
Blanchard, K. (2018). Leading at a higher level: Blanchard on leadership and creating high performing organizations. FT Press.
Additional
Hammarberg, M., & Sunden, J (2014). Kanban in action. Manning Publications Co.
Kahneman, D. (2011). Thinking, fast and slow. Macmillan
Drucker, P. (2018). The effective executive. Routledge.

Breakdown of average student's workload

	Hours	ECTS
Total workload	94	3,00
Classes requiring direct contact with the teacher	55	2,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	39	1,00