# COURSE DESCRIPTION CARD - SYLLABUS

Course name
Managerial skills training [S1Energ2>TUM]

## Course

Field of study
Power Engineering

Year/Semester
1/1

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-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

dr inż. Rafał Mierzwiak
rafal.mierzwiak@put.poznan.pl

## Prerequisites

1. Basic knowledge of humanities at high school level 2. Basic skills in the analysis and search for information for the purposes of professional practice 3. Recognizes the importance of managerial skills as a component of effective functioning in a professional and social environment

## Course objective

The aim of the course is to acquire skills, knowledge and competences in the field of soft managerial skills by the student.

## Course-related learning outcomes

Knowledge:
Student has knowledge of the connections between various non-technical fields such as economics, law or ethics and the power industry profession.

Skills:
Student is able to plan and implement his development
Student can motivate himself and others

The student is able to interact with other people as part of team work on solving an engineering problem and take up managerial positions in these teams.

Social competences:
Student is aware of the need to respect the rights of other entities in independent and team work, honesty and responsibility in carrying out tasks, acting in accordance with the principles of professional ethics and acting to observe these principles.

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

1. Written test-50pts
2. Credit essay -50 pts

## Programme content

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

## Course topics

Lecture:
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. Intentionality 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

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 | 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 |