POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Organization of trainings and teams management [S1IBiJ1>OSiZZP]

Course

Field of study	Year/Semester
Safety and Quality Engineering	4/7
Area of study (specialization)	Profile of study
–	general academic
Level of study	Course offered in
first-cycle	Polish
Form of study	Requirements
full-time	compulsory

Number of hours

Lecture	Laboratory classes	Other
0	0	0

Tutorials	Projects/seminars	
15	0	

Number of credit points

2,00

Coordinators	Lecturers
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Prerequisites

Knowledge: The student knows the basic concepts related to teamwork. Skills: The student has the ability to perceive, associate and interpret phenomena occurring while working in a team. Social competences: The student is aware of the importance of teamwork in professional and private life.

Course objective

The aim is to develop students' team management skills: appointing a team, motivating team members, organizing training, assigning tasks, controlling the work of the team; familiarizing students with the issues of organizing training.

Course-related learning outcomes

Knowledge:
1. The student has advances knowledge related with identification, analysis and assesment of risk to recognize the need for trainings and teams management for safety and quality assurance in working enviroment. [K1_W03]
2. The student knows the fundamental dilemmas of modern civilization and development trends as well as the best practices in the field teams management which are involved in the issues related with of

safety and quality assurance. [K1_W10]

Skills:
1. The student is able to properly select sources and information derived from them, to evaluate, critically analyze and synthesize this information to imporve the organization of trainings in enterprises. [K1_U01]
2. Student is able to use various techniques in order to communicate in a professional environment and in other environments. [K1_U02]
3. Student is able to take part in a debate, to present a problem falling within the scope of teams management by means of appropriately selected methods. [K1_U09]

Social competences:
1. Student is able to initiate activities related to the formulation and transfer of information and cooperation in the society in the field of safety engineering. [K1_K05]
2. Student is aware of professional behavior, adherence to the rules of professional ethics and respect for the diversity of views and cultures. [K1_K06]
3. Student is aware of the responsibility for his own work and readiness to submit to the rules of working in a team and to be responsible for jointly performed tasks relared with the issues of human resource management. [K1_K07]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

- work in groups during each exercise (methods of brainstorming, metaplan) - 30% participation in the final evaluation
- group case study (preparation of training materials) - 30% participation in the final grade
- conducting the training - presentation - 40% participation in the final evaluation
Passing threshold: 50%
≤ 50%; 60% ≥- 3.0,
<60%; 70%> 3.5,
≤70%, 85%> 4.0,
≤85%, 91≥ 4.5,
≤92%, 100% ≥ 5.0.

Programme content

Stages of managing a team of employees
Roles in the team
Strategies for resolving conflicts in work teams
Employee development methods
Systems for motivating employees in a team
Styles of managing employee teams
Errors in managing employee teams

Course topics

Introduction to the issues of human resource management, stages of managing a team of employees.
Appointment of employee teams - recruitment and selection of team members; Team roles - characteristics of the roles.
Conflicts in the team, strategies of conflict resolution in teams of employees.
Development and improvement of employees in teams. Employee improvement methods.
Training in the organization - training methodology, scope and goals of training in the organization, examples of training programs, characteristics of trainers.
Organizing training in an organization - modern training methods; on-the-job training techniques. Effectiveness of employee training.
Systems of motivating employees in a team. How to motivate effectively ?- practical tips.
Styles of managing employee teams. Project team management - theory and practice.
Errors in managing employee teams.

Teaching methods

multimedia presentation, case studies, group work, meta-plan, brainstorming

Bibliography

Basic:
1. Graczyk-Kucharska M., Spychała M., Goliński M., Szafrański M. (2020), CHALLENGES OF MODERN HUMAN RESOURCE MANAGEMENT, Instytut Naukowo-Wydawniczego „Spatium" , Radom.
2. Kossowska M., Sołtysińska I. (2002), Szkolenia pracowników a rozwój organizacji, Oficyna Ekonomiczna.
3. Katzenbach J.R., Smith D.K. (2005), The Wisdom of Teams: Creating the High Performance Organization.
4. Belbin M. R. (2011), Management Teams: Why They Succeed or Fail (3rd ed.), Human Resource Management International Digest, Vol. 19 No. 3.

Additional:
1. Mayo A. (2002), Kształtowanie strategii szkoleń i rozwoju pracowników, Oficyna Ekonomiczna.
2. Armstrong M. (2010), Human Resources Management, Wydawnictwo Wolters Kluwer Polska.
3. Salas E., Goodwin G.F., Burke C. S. (2009), Team Effectiveness in Complex Organizations, New York, Psychology Press.
4. Mackin D. (2011), Budowanie zespołu. Zestaw narzędzi, Poznań, Wydaw. Rebis.

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	15	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	35	1,50