



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management [N1MiBP1>ZCz]

Course

Field of study

Mechanical and Automotive Engineering

Year/Semester

1/2

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

Number of hours

Lecture

9

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

Number of credit points

1,00

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:

Has elementary knowledge of the life cycle of machinery, recycling of machine elements and construction and consumables.

Has elementary knowledge of law, in particular security, copyright and security law industrial property and its influence on the development of technology.

Has elementary knowledge of the economics and economics of industrial enterprises, banking system,

commercial law, and entrepreneurial accounting.

Skills:

Can obtain information from literature, the Internet, databases and other sources. Can integrate the obtained information, interpret and draw conclusions from it, and create and justify opinions.
Can organize and substantively manage the process of designing and operating a simple machine from a group of machines from the group covered by the selected diploma path.
Has the ability to self-educate with the use of modern teaching tools, such as remote lectures, websites and databases, teaching programs, e-books.

Social competences:

Is ready to fulfill social obligations and co-organize activities for the benefit of the social environment.
Is willing to think and act in an entrepreneurial manner.
Is ready to fulfill professional roles responsibly, including:
- observing the rules of professional ethics and requiring this from others,
- caring for the achievements and traditions of the profession.

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) preparation of final essay concerning the marketing strategy of the company - 50 points are possible to obtain.
 - 2) test consisting of closed and open questions - 50 points are possible to obtain.
- The passing threshold: obtaining at least 50 points including the final essay and the test.

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.

Course topics

Introduction

- o Introduction to the course topics
 - o Overview of the course objectives and benefits of participation
- Characteristics of contemporary determinants of time management

2 Contemporary 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

3 Discussion: What determinants affect time management in modern organisations?

- o Exchange of experiences and observations of participants
- o Identification of common challenges

Elements of praxeology in task organisation

4 Praxeology in time management

- o Introduction to praxeology
 - o Activity analysis as key to efficiency
 - o Examples of application of praxeology in daily work
- Contemporary concepts and methods of time management

5 Modern concepts of time management

- o GTD (Getting Things Done) methodology
- o Pomodoro Method
- o Energy management techniques

Activity planning and scheduling methods

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

Summary and conclusion

11 Class summary and conclusions

- 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.

Bibliography

Basic

1. Seiwert L., Woeltje H.: Efektywne zarządzanie czasem, Microsoft Press, 2012

2. Covey S. R.: 7 nawyków skutecznego działania. Dom Wydawniczy Rebis, 2003

3. Morgenstern J.: Jak być doskonale zorganizowanym. Wydawnictwo Amber, 1999

Additional

1. Tracy B.: Zarządzanie czasem, Warszawa 2009

2. Kotarbiński T.: Traktat o dobrej robocie. Zakład narodowy im. Ossolińskich, 1977.

3. Bieniok H.: Zarządzanie czasem. Poradnik dla mało efektywnych. Warszawa 2010

Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,00
Classes requiring direct contact with the teacher	9	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	16	0,50