



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Training of managerial skills [S2MiBP1>TUM]

### Course

Field of study

Mechanical and Automotive Engineering

Year/Semester

1/1

Area of study (specialization)

Heavy-duty Machines

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

full-time

Requirements

compulsory

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

15

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

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### Lecturers

### Prerequisites

Basic knowledge of humanities at high school level Basic skills in the field of analysis and searching for information for the use of professional practice Recognizes the importance of managerial skills as a component of effective functioning in the professional and social environment

### Course objective

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

### Course-related learning outcomes

Knowledge:

He knows the main development trends in the field of mechanical engineering.

Is aware of the civilization effects of technology.

Has in-depth knowledge of entrepreneurship and business economics.

Skills:

Can conduct a debate.

Can lead the team's work.

Can interact with other people as part of teamwork and take a leading role in teams.

Social competences:

It is ready to initiate actions for the public interest.

Is willing to think and act in an entrepreneurial manner.

Is ready to fulfill professional roles responsibly, taking into account changing social needs, including:

- developing the professional achievements,
- maintaining the ethos of the profession,
- observing and developing the rules of professional ethics and acting towards the observance of these rules.

## 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

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 Features of a manager in a self-learning organization

1. Identification of the facts in accordance with the objective reality - awareness of existing problems and situations,

2. Making decisions in accordance with the facts - change through prior acceptance of the existing limitations and conditions,

3. Purposefulness and awareness of management actions taken,

4. Manager's assertiveness

5. Manager's responsibility

6. Manager integrity

7. Manager's flexibility

II. Philosophy of continuous improvement

1. Identification of small problems

2. Achieving small goals

3. The pragmatism of small thoughts in the context of visualizing the results

4. Identifying small moments as a way to innovate

5. Small rewards in terms of motivation

III Principles of efficient performance of managerial activities

1. The cycle of organized activities and the implementation of managerial functions

2. Universal principles and rules of efficient operation - the 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. Delegating tasks in the organization

1. Delegation in the context of management functions

2. Types of subordinates in terms of the situational leadership model

3. Styles of delegating powers in the situational leadership model

4. Diagnosis of management styles (style effectiveness and flexibility)

## Teaching methods

Classes will be conducted in the form of workshops supplemented by a seminar lecture

## 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

#### Additional

Pułapki myślenia. O myśleniu szybkim i wolnym. Wydawnictwo Media Rodzina 2012

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	25	1,00
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)	10	0,50