COURSE DESCRIPTION CARD - SYLLABUS

Course name
Staff management [S2TCh2>ZZP]

Course

Field of study
Chemical Technology

Year/Semester
2/3

Area of study (specialization)
Applied Electrochemistry

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
15

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 knows the basic concepts of teamwork, has the ability to perceive, associate and interpret phenomena occurring during teamwork, and is aware of the importance of teamwork in professional and private life. Communicates freely in English - at a level that allows to understand the literature of the subject.

Course objective

Developing skills related with team management: recrutiment and selection, motivating team members, organizing work, controlling team work.

Course-related learning outcomes

Knowledge:
1. The Student has knowledge of managing a team of employees, and also of managing business activities.
2. The Student has well-established and extended knowledge of managing a team of employees.

3. Knows the general principles of creating and developing forms of individual entrepreneurship, using knowledge in the field of science and scientific disciplines relevant to the studied field of study.

Skills:
1. Student has the ability to obtain and critically evaluate information from literature, databases and other sources and formulate opinions and reports on this basis.
2. Student has the ability to work as a team and manage a team.
3. Student is able to determine the directions of further education and to realize self-development.

Social competences:
1. The student is aware of the importance and understands the non-technical aspects and effects of engineering activities, including its impact on the environment, and the related responsibility for decisions making.
2. Can interact and work in a group, assuming different roles - can think and act creatively and enterprisingly.
3. The Student is aware of the social role of a technical university graduate, and especially understands the need to formulate and convey to the society, in particular through the mass media, information and opinions on technological achievements and other aspects of engineering activity, makes efforts to convey such information and opinions in a manner universally understandable, justifying different points of view

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

LECTURE - Formative assessment: active in discussions summarizing individual lectures or given material (e.g. reading books, watching movies), giving the student the opportunity to assess the understanding of the problem; optional papers (essay) assigned during the semester; control tests at eKursy platform. Summative assessment: written final test.

Programme content

1. Introduction to the issues of team management.
2. Team structures (leadership, sociometric, axionormatic).
3. Recruitment and selection of team members.
4. Team roles - description.
5. Communication in a team.
6. Conflict in a team.
7. Social influence.

Course topics

1. Introduction to the issues of team management. Differences between groups and teams. Types of teams.
2. Team structures (leadership, sociometric, axionormatic).
3. Recruitment and selection of team members.
4. Team roles - description.
5. Communication in a team. Providing feedback.
6. Conflict in a team. Conflict resolution strategies.
7. Social influence. Development and improvement of employees.

Teaching methods

I. FEEDBACK: Information lecture, Problem lecture, Conversational lecture, Talk, Lecture, Reading
II. SEARCHING: Case study, Brainstorming, Round table discussion, Discussion - pyramid, Discussion - seminar, Discussion - paper,
III. TUTORIAL - PRACTICAL: Auditorium exercises, Demonstration method, Project method, Workshop method, Tasks solbing, Writting essay
IV. EXPOSING: Demonstration (film / presentation)

Bibliography

Basic:

1. Kożusznik (2005), Kierowanie zespołem pracowniczym, Warszawa: PWE.
2. Cialdini, R (2012), Wywieranie wpływu na ludzi. teoria i praktyka. Gdańsk: GWP - dostępna dla Studentów na Moodle w wersji eBook
3.Katzenbach J.R., SmithD.K. (2001), Siła zespołów. Wpływ pracy zespołowej na efektywność organizacji, Dom Wydawniczy ABC, Kraków.

Additional:
1. Żurek, A. (2015). Zazą dzaniei przez zaangażowanie. Jak bezinwestycyjnie poprawić wynik. ObePress - dostępne dla Studentów na Moodle w wersji eBook
2. Griffin, R.W. (2017). Podstawy zarządzania organizacjami. Warszawa: PWN
3. Drucker, P.F. (2001). Myśli Przewodnie Druckera. Harvard Business School
4. Kostera, M. (2006). Zarządzanie personelem. Warszawa: PWE.

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