COURSE DESCRIPTION CARD - SYLLABUS

Course name
Managerial skills training [S2Trans1>TUM]

Course

Field of study
Transport

Year/Semester
1/1

Area of study (specialization)
Refrigerated Transport

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	Laboratory classes	Other
0	0	0

Tutorials	Projects/seminars	
15	0	

Number of credit points

1,00

Coordinators

dr inż. Marcin Nowak
marcin.nowak@put.poznan.pl

Lecturers

Prerequisites

Basic knowledge of socio-economic subjects at high school level Basic skills in the field of analysis and searching for information for the use of professional practice Knowing 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 to acquire skills, knowledge and competences in the field of soft managerial skills

Course-related learning outcomes

Knowledge:
Student has knowledge of ethical codes related to scientific and research work in the field of transport engineering
Student knows the economic, legal and other conditions of the activities of transport companies
Student has basic knowledge of managing / running a business and individual entrepreneurship

Skills:
Student is able to interact in a team, taking on various roles in it

Student is able to define the directions of further learning and implement the process of self-education, including other people

Social competences:
Student is aware of the need to develop professional achievements and adhere to the rules of professional ethics

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
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 - 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

Tutorials will be held in the form of workshops with additional 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