



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Managerial skills training [N1Energ2>TUM]

Course

Field of study

Power 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

20

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

Number of credit points

2,00

Coordinators

dr inż. Rafał Mierzwiak

rafal.mierzwiak@put.poznan.pl

Lecturers

Prerequisites

1. Basic knowledge of humanities at high school level 2. Basic skills in the analysis and search for information for the purposes of professional practice 3. Recognizes the importance of managerial skills as a component of effective functioning in a 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 by the student.

Course-related learning outcomes

Knowledge:

Student has knowledge of the connections between various non-technical fields such as economics, law or ethics and the power industry profession.

Skills:

Student is able to plan and implement his development

Student can motivate himself and others

The student is able to interact with other people as part of team work on solving an engineering problem and take up managerial positions in these teams.

Social competences:

Student is aware of the need to respect the rights of other entities in independent and team work, honesty and responsibility in carrying out tasks, acting in accordance with the principles of professional ethics and acting to observe these principles.

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 facts in accordance with objective reality - awareness of existing problems and situations,
 2. Making decisions in accordance with the facts - change by prior acceptance of existing restrictions and conditions,
 3. Purposefulness and awareness of management actions taken,
 4. Manager's assertiveness
 5. Manager's responsibility
 6. Manager integrity
 7. Manager flexibility
- II. The philosophy of continuous improvement
 1. Identification of small problems
 2. Achieving small goals
 3. Pragmatism of small thoughts in the context of results visualization
 4. Identification of small moments as a way of innovation
 5. Small rewards in the context of motivation
- III. Principles of efficient execution of managerial activities
 1. The cycle of organized action and the implementation of managerial functions
 2. Universal principles and rules for efficient operation - the principles of "good work"
 3. Ethics and manager's effectiveness and efficiency
 4. Techniques and methods of mastering managerial problems
 5. Elements of time management
- IV. Delegation of tasks in the organization
 1. Delegation in the context of management functions
 2. Types of subordinates in terms of 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 a workshop supplemented by a seminar lecture

Bibliography

Basic:

Covey, S. R. (2014). The 7 habits of highly effective families. St. Martin's Press.

Blanchard, K. (2018). Leading at a higher level: Blanchard on leadership and creating high performing organizations. FT Press.

Additional:

Hammarberg, M., & Sunden, J (2014). Kanban in action. Manning Publications Co.

Kahneman, D. (2011). Thinking, fast and slow. Macmillan

Drucker, P. (2018). The effective executive. Routledge.

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00