COURSE DESCRIPTION CARD - SYLLABUS

Course name
Managerial skills training [S2IBio1>TUM]

Course

Field of study
Biomedical Engineering

Year/Semester
2/3

Area of study (specialization)
Bionics and Virtual Engineering

Profile of study
general academic

Level of study
second-cycle

Course offered in
Polish

Form of study
full-time

Requirements
elective

Number of hours

Lecture
15

Laboratory classes
0

Other
0

Tutorials
0

Projects/seminars
0

Number of credit points

1,00

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:
1.Knows the principles of industrial property protection (including intellectual property) as well as economic, legal and ethical conditions of activities related to the energy industry
2.Knows the basic principles of creating and developing various forms of entrepreneurship suitable for industrial and renewable energy
3. Has knowledge of structures and processes for managing fuel extraction and processing enterprises

Skills:
1.Can communicate in a transparent manner on energy related topics with diverse audiences such as scientists, engineers or lower-level employees
2.Can manage team work and act in a creative and entrepreneurial way
3.Can interact with other people as part of team work and take a leading role in teams

Social competences:
1.He is ready to fulfill social obligations, inspire and organize meetings and presentations of the energy industry
2.Is ready to think and act in an entrepreneurial way
3.Is ready to perform responsible professional roles including developing professional achievements and raising qualifications

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:
1. Written final test, minimum to pass – 51% of total available points
2. Assessment of activity and participation in class exercises

Programme content

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)

Course topics

none

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

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