



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Team Management [N2Log2>KZ]

Course

Field of study

Logistics

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

Number of hours

Lecture

10

Laboratory classes

0

Other

0

Tutorials

10

Projects/seminars

0

Number of credit points

2,00

Coordinators

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Lecturers

Prerequisites

The student has knowledge of the basics of management - he knows the concepts related to teamwork, delegating tasks, directing. He should understand and have the ability to analyze the processes taking place in the relationships between people in the team. The student is aware of the importance of the ability to work in a team in the organization and as an essential skill in the labor market.

Course objective

Familiarizing students with the issues of team management from the position of team manager (and leader). Developing skills in building, motivating, improving teamwork and team evaluation.

Course-related learning outcomes

Knowledge:

1. Student has the knowledge necessary to lead a team of employees in diverse organizations

[P7S_WG_01]

2. Student has basic knowledge of the process of building, motivating and evaluating teamwork

[P7S_WG_07, P7S_WG_08]

3. Student knows the methods of improving teamwork, also in the form of remote work [P7S_WG_07,

P7S_WG_08]

4. Student knows the basic dysfunctions of teamwork and how to deal with them [P7S_WK_04]

Skills:

1. Student is able to prepare an expose - which is an entry into the role of team management

[P7S_UW_03]

2. Student is able to build a team by taking into account the appropriate competences and team roles

[P7S_UW_02]

3. Student is able to motivate, maintain the commitment of the team and assess it [P7S_UW_03,

P7S_UO_01]

4. Student is able to recognize and prevent teamwork dysfunctions [P7S_UW_03, P7S_UW_02]

Social competences:

1. Student is aware of the impact of selecting, motivating and evaluating the team on the quality of the organization's results [P7S_KR_02, P7S_KK_02]

2. Student understands the complexity of leading a diverse team in terms of age and culture

[P7S_KO_01]

3. Student recognizes the need for continuous improvement of the team's work [P7S_KR_02,

P7S_KK_02]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: The lecture ended with a written test. The test contains 12-15 closed and open questions.

Positive assessment min. 50%.

Exercises: Exercises ended with an assessment resulting from the implementation of 2 tasks. The formative assessment is the points from the exercises. The condition for passing the exercises is to receive 50% of points.

Programme content

The essence and practice of team leadership - introduction.

Determinants of teamwork - Age and cultural diversity.

Team building process.

Characteristics of team roles.

The process of motivating the team in practice.

Team performance evaluation. Providing constructive feedback.

Dysfunctions in teamwork and dealing with them.

Practice of team leadership.

Process of offboarding in a team.

Course topics

Lecture: The essence and practice of team leadership - introduction. Determinants of teamwork - new/ mature team. Age and cultural diversity. Building the relationship of the manager with the team - he importance of the expose. Dual role of the manager in the team. Team building process.

Characteristics of team roles. The process of motivating the team in practice. Team performance evaluation. Algorithm of appreciation. Onboarding a new team member. Providing feedback. Constructive feedback. FUKO method. Dysfunctions in teamwork and dealing with them. Improving teamwork. Styles of team leadership - determinants. Specifics of leading a team of specialists/ virtual/ project team. The process of knowledge sharing in a team. Practice of team leadership. Process of offboarding in a team.

Exercises: Building the relationship of the manager with the team - the importance of the expose. (Case study, presentation of boss rules). Characteristics of team roles. (Definition of team roles and opportunities for use in the work of the team - role play). The process of motivating the team in practice. (Algorithm of reward and punishment - scenes). Giving feedback. Constructive feedback. FUKO method (scenes). Dysfunctions in the work of the team and dealing with them (Case study). Improving teamwork (Presentation of teamwork techniques in hybrid and remote work). Preparation of the onboarding process on the example of a selected company.

Teaching methods

Lecture: problem lecture supported by a multimedia presentation, discussion, case study.

Exercises: exercise method supported by a multimedia presentation, scenes, the use of tools for remote team work, specialized webinars (additionally).

Bibliography

Basic:

1. Król H., Ludwicyński A., Zarządzanie zasobami ludzkimi, Wydawnictwo Naukowe PWN, Warszawa, 2007
2. Katzenbach J.R., Smith D.K., Siła zespołów. Wpływ pracy zespołowej na efektywność organizacji, Dom Wydawniczy ABC, Kraków, 2001.
3. Belbin R.M., Twoja rola w zespole, Gdańskie Wydawnictwo Psychologiczne, Gdańsk, 2003.
4. Lencioni P., Pięć dysfunkcji pracy zespołowej, Wydawnictwo MT Biznes, Warszawa, 2016.

Additional:

1. Mackin D., Budowanie zespołu. Zestaw narzędzi, Wydawnictwo Rebis, Poznań, 2011.
2. Kożusznik B., Psychologia zespołu pracowniczego: doskonalenie efektywności, Wydawnictwo Uniwersytetu Śląskiego, Katowice, 2002.
3. Wyrwicka M.K., Krugielka A., Chuda A., Rola zaufania jako czynnika wyzwalającego zaangażowanie. Postrzeganie pracy zespołów w wybranych przedsiębiorstwach produkcyjnych i usługowych, *Przedsiębiorczość i Zarządzanie* 2019, tom 20 /6/3.
4. Krugielka A, Bartkowiak A., Knap-Stefaniuk A., Sowa-Bethane E., Dachowski R., Onboarding in Polish Enterprises in the Perspective of HR Specialists, nt. *Journal Environmental Research of Public Health* 2023, 20, 151.
5. Lencioni P., Trzy cechy idealnego członka zespołu, Wydawnictwo MT Biznes, Warszawa, 2017.

Breakdown of average student's workload

| | Hours | ECTS |
|---|-------|------|
| Total workload | 50 | 2,00 |
| Classes requiring direct contact with the teacher | 20 | 0,50 |
| Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation) | 30 | 1,50 |