

1.	Field of study	Human Resource Management in Organisation
2.	Faculty	Faculty of Social Sciences
3.	Academic year of entry	2023/2024 (winter term), 2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7. General information about the module	
Module name	Trening kierowniczy
Module code	W3-ZZ-S1-TK
Number of the ECTS credits	2
Language of instruction	Polish
Purpose and description of the content of education	The aim of the course is to broaden the knowledge about the role and functions performed by the manager, his efficiency and effectiveness. During the classes, methods, and techniques used in designing a positive work environment will be discussed, helpful in developing strategies for achieving organizational and personal goals and planning an effective process of task implementation. Learning content: changes in management paradigms; roles and functions of the manager; description of behavior in behavioral terms; efficiency and effectiveness in the work of a manager; power and influence; leadership vs. management; leadership styles; the decision-making process; diagnosis of managerial potential. 8. Commitment to work. Job satisfaction.
List of modules that must be completed before starting this module (if necessary)	not applicable

8. Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
K01	rozumie potrzebę interdyscyplinarnego podejścia do rozwiązywanych problemów występujących w pracy związanej z zarządzaniem zasobami ludzkimi, integrowania wiedzy z różnych dyscyplin oraz praktykowania samokształcenia służącego pogłębianiu zdobytej wiedzy	K01 K02 K03 K05	5 3 4 2
U01	posiada umiejętność formułowania, analizowania i rozwiązywania problemów organizacyjnych, umie nawiązywać kontakty i budować relacje ze współpracownikami, skutecznie się komunikuje, analizuje i doskonali własny styl kierowania, ustala cele, okazuje wsparcie i odpowiednio rozdziela zadania i zasoby oraz umiejętnie zarządza czasem własnym	U01 U03 U07 U08 U09	5 3 4 4 4
U02	umie reagować w sytuacjach konfliktowych, identyfikuje i analizuje przyczyny konfliktów, jest asertywny	U01 U02	5 5

		U03	3
		U06	4
W01	zna rodzaje więzi społecznych występujących w sektorach publicznym, prywatnym i trzecim; ma wiedzę o człowieku jako podmiocie tworzącym organizacje i instytucje (normy, reguły) nimi kierujące oraz będącym podstawowym wykonawcą zadań w tych organizacjach	W03 W04 W07 W11 W12	5 5 4 3 4

9. Methods of conducting classes		
Code	Category	Name (description)
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
b07	Problem-solving methods	Activating methods: a case study <i>a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon</i>

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
W01	workshop	20	course work	K01, U01, U02, W01	b04, b07

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>	No
a03	Preparation for classes	Developing practical skills <i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i>	Yes
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus <i>agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation</i>	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing</i>	No

		<i>knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	
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Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.