STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Communication management in employee teams**		Code **1011105331011158881**
Field of study **Engineering Management - Part-time studies -**	Profile of study (general academic, practical) **(brak)**	Year /Semester **2 / 3**
Elective path/specialty **Communication Management in**	Subject offered in: **Polish**	Course (compulsory, elective) **elective**

Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **part-time**

No. of hours Lecture: **10** Classes: **-** Laboratory: **-** Project/seminars: **-**	No. of credits **2**

Status of the course in the study program (Basic, major, other) **(brak)**	(university-wide, from another field) **(brak)**

Education areas and fields of science and art	ECTS distribution (number and %**)**

Responsible for subject / lecturer:

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Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	Knowledge of human resources managing
2	**Skills**	Can analyze and design systems of management
3	**Social competencies**	Can efficiently communicate with a team and collaborate with others

Assumptions and objectives of the course:

To teach understanding and applying methods of social relationships management and management of a communication in an organization

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. Has a basic knowledge of human subjectivity creating social structures - [S1A_W05]

2. Has knowledge of the structures and social institutions and types of social ties - [S1A_W09]

Skills:

1. knows how to use basic theoretical knowledge and acquire data for analyzing social processes and phenomena - [S1A_U02]

2. knows how to properly analyze the causes and course of specific processes and social phenomena - [S1A_U03]

3. can predict the social processes and phenomena - [S1A_U04]

Social competencies:

1. can participate in the preparation of social projects - [-S1A_K05]

Assessment methods of study outcomes

Written final test

Course description

1. The group and the team. Phases of team development, team roles.

2. Risks related to teamwork: social idleness, social facilitation, conformity, group thinking, group polarization, the influence of authority.

3. Social communication: the type and function of meetings, preparation of professional public speaking, self-presentation strategies and tactics

4. Communicating in teams of employees: types of organizational communication, communication networks, the use of formal and informal communication in team management.

5. Conflict management in a team of employees: intergroup conflict prevention organization, mechanisms enhancing the discord within the group, integrating the sides of the conflict behavior, ways to resolve group conflicts (mediation, arbitration, etc.).

6. Selected problems of teamwork: filling the gaps in knowledge and skills, the importance of group norms, ways of coping with the difficulties in the team, the method of improving interpersonal communication (empathic listening skills, argumentation, persuasion).

Basic bibliography:

1. Stankiewicz J., Komunikowanie się w organizacji

2. Pacholski L., Malinowski B., Niedźwiedź S., Kierowanie. Przewodzenie zespołom ludzkim w jednostkach organizacyjnych

3. Potocki A. (red.), Zachowania organizacyjne. Wybrane zagadnienia

4. Warner T., Umiejętności w komunikowaniu się

Additional bibliography:

1. Stefaniuk T., Komunikacja w zespole wirtualnym

2. Jabłonowska L., Wachowiak P., Winch S., Prezentacja profesjonalna. Teoria i praktyka

Result of average student's workload

Activity	Time (working hours)
1. Lectures and classes	20
2. Preparation for classes	20
3. Chosen literature analysis and presentation of chosen problems of social climate screening.	30
4. Own learning	30
5. Consultations	6
6. Exam	2

Student's workload

Source of workload	hours	ECTS
Total workload	108	6
Contact hours	38	2
Practical activities	30	2