Name of the module tablet Code Methodology of communicative competence Fortile of study Fortile of study Year/Semester Engineering Management - Part-time studies Profile of study Year/Semester 2 / 3 Elective path/specially Course (compulatory, elective) 2 / 3 Subject offered in: Course (compulatory, elective) elective 2 / 3 No. of hours Eactive path/specially Course (compulatory, elective) No. of oredits Lecture: 14 Classees: 12 Laboratory: - Project/seminars: - 3 Status of the course in the study program (Basic, major, other) (university-wide, from another field) (brark) Current (frinz) Magorzata Spychala ECTS distribution (number and %) email: maigorzata Spychala email: maigorzata Spychala Efficience (Study elective) ECTS distribution (number and %) 1 Knowledge The student knows basic concepts related with the social groups, knows interpersonal rules. 2 Skills The student knows basic concepts related with the social groups, knows interpersonal rules. 3 Social competencices.			STUDY MODULE D	ESCRIPTION FORM			
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email: malgorzata.spychala@put.poznan.pl email: malgorzata.spychala@put.poznan.pl tel. 61 665 34 15 tel. 61 665 34 15 Faculty of Engineering Management Lel. 61 665 34 15 ul. Strzelecka 11 60-965 Poznań ul. Strzelecka 11 60-965 Poznań Prerequisites in terms of knowledge, skills and social competencies: 1 Knowledge The student knows basic concepts related with the social groups, knows interpersonal rules. 2 Skills The student has skills of noticing, associating and interpreting occurrences in social groups. 3 Social competencies The student is aware of the meaning of the social communication in the professional and private life. Study outcomes and reference to the educational results for a field of study Moweledge: 1 The student has knowledge about types of communication competencies [K1A_W06] Study outcomes and reference to the educational results for a field of study Moweledge: 1 The student has knowledge about types of communication competencies [K1A_W06] 2 He knows method of developing by workers communication competencies [K1A_W15] Skills: 1 1 He is able to analyze and to assess communication competencies [K1A_U01; K1A_U02]	Resp	onsible for subj	Responsible for subject	t / lecturer:			
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Assessment methods of study outcomes

Discussions; written test

Course description					
1. The Essence of professional competences of an employee;					
2. Employee' communicative competences in modern organizations;					
3. Designing of employee' competence profile ;					
4. Analysis of the tasks performed at the workplace;					
5. Modeling job descriptions of communications competences of employee ;					
6. Testing and assessment of employee communication skills					
7. Methods and techniques of research communication skills of employees;					
8. Management of employee' communications competencies in modern organizations					
Basic bibliography:					
1. Branowska A., Siemieniak P., Spychała M., (2012), Zarządzanie kompetencjami w tradycyjnych i nowoczesnych organizacjach, Poznań					
2. Filipowicz G., (2004), Zarządzanie kompetencjami zawodowymi, Warszawa					
3. Smółka P., (2008), Kompetencje społeczne, metody pomiaru i doskonalenia umiejętności interpersonalnych, Kraków					
Additional bibliography:					
1. Branowska A., Siemieniak P., Spychała M., (2011) Workers' occupational competencies in a modern enterprise, Poznan					
2. Jabłoński, M. (2009), Kompetencje pracownicze w organizacji uczącej się, metody doskonalenia i rozwoju, Warszawa, 2009					
 Sidor-Rządkowska M., (2003), Kompetencyjne systemy ocen pracowników. Przygotowanie, wdrażanie i integrowanie z innymi systemami ZZL, Kraków, 					
4. Spychała M., (2010), Communication competencies as a part of social competences in an organization, [w:] Popławski S., The social contexts of communication, Poznań, s.83-95					
Result of average student's workload					
Activity	Time (working hours)				
1. Lectures	14				
2. Clasess	12				
Student's workload					
Source of workload	hours	ECTS			
Total workload	26	2			
Contact hours	26	2			
Practical activities	12	1			