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Discussions; written test

	of the module/subject	STUDY MODULE DE	SCRIPTION FORM	Carl	•	
	of the module/subject kers communica	nization	Code 1011105331011188878			
ield of			Profile of study		Year /Semester	
Enai	ineering Manage	ment - Part-time studies -	(general academic, practical) (brak))	2/3	
	path/specialty		Subject offered in:		Course (compulsory, elective	
	Communi	cation Management in	Polish		elective	
Cycle o	f study:		Form of study (full-time,part-time)			
Second-cycle studies			part-time			
lo. of h	nours				No. of credits	
_ectu	re: 14 Classes	s: 12 Laboratory: -	Project/seminars:	-	3	
Status		program (Basic, major, other)	(university-wide, from another f	- '		
l 4 ¹		(brak)	1	(bra	•	
ducati	on areas and fields of sci	ence and art			ECTS distribution (number and %)	
Resp	onsible for subje	ect / lecturer:	Responsible for subject	ct /	lecturer:	
dr ir	nż. Małgorzata Spycha	ıła	dr inż. Małgorzata Spychał	а		
	ail: malgorzata.spycha 61 665 34 15	la@put.poznan.pl	email: malgorzata.spychala tel. 61 665 34 15	а@р	ut.poznan.pl	
	culty of Engineering Ma	anagement	Faculty of Engineering Mar	nage	ment	
	Strzelecka 11 60-965 F	=	ul. Strzelecka 11 60-965 Pe	_		
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.				
_	Social	The student is aware of the meaning of the social communication in the professional and private life.				
3	competencies	private inc.				
Assu	imptions and obj	ectives of the course:				
Assu	imptions and obj	<u>'</u>				
Assu	Imptions and obj	ectives of the course:	educational results for	a fi	ield of study	
Assu Develo	Imptions and obj	ectives of the course: munication competencies.	educational results for	a fi	ield of study	
Assu Develo	imptions and obj pping by students com Study outco vledge:	ectives of the course: munication competencies.		a fi	ield of study	
Assu Develo Knov 1. The	Study outco vledge: student has knowledge knows methods of rese	ectives of the course: munication competencies. mes and reference to the element types of communication competencies.	ompetencies [K1A_W06] - [K1A_W06; K1A_W08]	a fi	ield of study	
Assu Develo Knov 1. The 2. He k	student has knowledge knows methods of deve	ectives of the course: munication competencies. mes and reference to the enterprise about types of communication course.	ompetencies [K1A_W06] - [K1A_W06; K1A_W08]	a fi	ield of study	
Knov 1. The 2. He k 3. He k	student has knowledge knows method of deverse:	ectives of the course: munication competencies. mes and reference to the element of the element	ompetencies [K1A_W06] - [K1A_W06; K1A_W08] competencies [K1A_W15]		ield of study	
Knov 1. The 2. He k 3. He k Skills 1. He i	student has knowledge knows method of deverses able to analyze and summers and object of the second student has knowledge knows method of deverses able to analyze and suses the acquired knowledge student has knowledge knowledge.	ectives of the course: munication competencies. mes and reference to the element of the element	ompetencies [K1A_W06] - [K1A_W06; K1A_W08] competencies [K1A_W15] encies [K1A_U01; K1A_U02	2]	ield of study	
Knov 1. The 2. He k Skills 1. He i 2. He u KK1A_U	Study outco Study outco vledge: student has knowledg knows methods of rese knows method of deve s: s able to analyze and uses the acquired knowlog, K1A_U05; K1A_L	ectives of the course: munication competencies. mes and reference to the element of the course of the element of the course of the element o	ompetencies [K1A_W06] - [K1A_W06; K1A_W08] competencies [K1A_W15] encies [K1A_U01; K1A_U02 comunication competencies	2]	<u>, </u>	
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Course description

- 1. The essence of competences
- 2. The division of competences: technical and social.
- 3. Characteristics of communication competencies.
- 4. Communication competencies: active listening and responding, assertiveness, presentation skills, team cooperation.
- 5. Research communication skills in organization,
- 6. Methods to improve communication skills,
- 7. Communication competencies necessary for effective management of the organization,
- 8. Communication barriers in the organization.

Basic bibliography:

- 1. Branowska A., Siemieniak P., Spychała M., (2011) Workers; occupational competencies in a modern enterprise, Poznan
- 2. Branowska A., Siemieniak P., Spychała M., (2012), Zarządzanie kompetencjami w tradycyjnych i nowoczesnych organizacjach, Poznań
- 3. Filipowicz G., (2004), Zarządzanie kompetencjami zawodowymi, Warszawa

Additional bibliography:

- 1. Jabłoński, M. (2009), Kompetencje pracownicze w organizacji uczącej się, metody doskonalenia i rozwoju, Warszawa, 2009
- 2. Smółka P., (2008), Kompetencje społeczne, metody pomiaru i doskonalenia umiejętności interpersonalnych, Kraków

Result of average student's workload

Activity	Time (working hours)
1. Lectures	30

Student's workload

Source of workload	hours	ECTS				
Total workload	14	2				
Contact hours	14	1				
Practical activities	0	0				