

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Workers communication competencies in organization		Code 1011105331011188878
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: 14 Classes: 12 Laboratory: - Project/seminars: -		No. of credits 3
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: dr inż. Małgorzata Sychała email: malgorzata.sychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		Responsible for subject / lecturer: dr inż. Małgorzata Sychała email: malgorzata.sychala@put.poznan.pl tel. 61 665 34 15 Faculty of Engineering Management 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.
Assumptions and objectives of the course: Developing by students communication competencies.		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. The student has knowledge about types of communication competencies. - [K1A_W06]		
2. He knows methods of research communication competencies. - [K1A_W06; K1A_W08]		
3. He knows method of developing by workers communication competencies. - [K1A_W15]		
Skills:		
1. He is able to analyze and to assess communication competencies. - [K1A_U01; K1A_U02]		
2. He uses the acquired knowledge to use method of research communication competencies.. - [K1A_U03, K1A_U05; K1A_U08]		
3. He can identify method of developing by workers communication competencies. - [K1A_U09; K1A_U10]		
Social competencies:		
1. He is able to act according to social rules in the given group. - [K1A_K01]		
2. He is able to recognize and to solve social conflicts in teams. - [K1A_K04]		
3. He is able to analyse independently social situations and to develop the knowledge concerning the social communication. - [K1A_K06]		
Assessment methods of study outcomes		
Discussions; written test		

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