POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Staff management

Course

Field of study	Year/Semester
Chemical and process engineering	2/3
Area of study (specialization)	Profile of study
Bioprocesses and biomaterials engineering / Chemical engineering	general academic
	Course offered in
Level of study	Polish
Second-cycle studies	Requirements
Form of study	compulsory
full-time	

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
15	0	0
Tutorials	Projects/seminars	
	0	

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

dr Joanna Małecka

e-mail: joanna.malecka@put.poznan.pl

Wydział Inżynierii Zarządzania

ul. J. Rychlewskiego 2, 60-965 Poznań

Responsible for the course/lecturer:

dr Joanna Małecka

Prerequisites

The student knows the basic concepts of team work, management, including quality management and doing business. Knows the general principles of creating and developing forms of individual entrepreneurship, using knowledge of the fields of science and scientific disciplines relevant to the field of study being studied. The student knows the basic concepts of teamwork, has the ability to perceive, associate and interpret phenomena occurring during teamwork, and is aware of the importance of teamwork in professional and private life. Communicates freely in English - at a level that allows to understand the literature on the subject

Course objective

Developing the skills of managing a team by students: appointing a team, motivating team members, organizing work, controlling team work. The student understands the issues of employee team

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management and the role of emotional intelligence as a determinant of the recruitment process and soft competences in team building and management.

Course-related learning outcomes

Knowledge

1. The student has knowledge in the field of managing a team of employees and management of economic activity [K_W10__P7S_WK_P7SI_WK]

2. The student has an established and expanded knowledge of the scope of management of an employee team [K_W12_P7S_WG_P7S_WK]

3. Knows the general principles of creating and developing forms of individual entrepreneurship, using knowledge of the fields of science and scientific disciplines appropriate for the field of study [K_W10__P7S_WK_P7SI_WK]

Skills

1. The student has the ability to obtain and independently evaluate information from the literature on the subject and formulate opinions on this basis [K_U01__P7S_UW; K_U05__P7S_UU]

2. The student knows the rules of teamwork and managing an employee team [K_U02_P7S_UK; K_U05__P7S_UU]

3. The student is able to independently determine the directions of the further process of self-education and has the ability to use acquired knowledge [K_U05__P7S_UU; K_U20_P7S_UW]

Social competences

1. The student is aware of the importance and understands the non-technical aspects and effects of engineering activities, including its impact on the environment, and the associated responsibility for their decisions [K_K01__P7S_KK_P7S_KO_P7S_KR; K02__P7S_KO]

2. Can interact and work in a group, taking on various roles in it; can think and act in a creative and entrepreneurial way [K_K01__P7S_KK_P7S_KO_P7S_KR; K_K03__P7S_KO; K_K04__P7S_KK_P7S_KO; K-K06_P7S_KO]

3. The student is aware of the social role of a technical university graduate, and in particular understands the need to formulate and communicate to the public, in particular through the mass media, information and opinions on the achievements of technology and other aspects of engineering activities, makes efforts to convey such information and opinions in a manner universally understandable, with justification for different points of view [K_K01__P7S_KK_P7S_KO_P7S_KR]; K-K07__P7S_Ko_P7S_KR]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

LECTURES - Formative assessment: active in discussions summarizing individual lectures or given material (e.g. books, movies), giving the student the opportunity to assess the understanding of the

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problem; optional papers (essay) assigned during the semester. Summative assessment: written exam on the last lecture (to obtain a positive grade, 55% of points are required)

Programme content

1. Introduction to the issues of human resource management - the role and meaning of personality

2. The concept of Organization and Management

3. Management functions

4. Methods and tools for staff motivating

5. Manager - the role and competences - stress in the workplace

6. Manager - the role and competences - conflicts in a team, conflict resolution strategies in employee teams

7. The role of CV in the recruitment process - the level of emotional intelligence as a condition of the recruitment process

8. Systems of motivating employees in a team - practical tips

9. Development and improvement of employees in teams

10. Styles of managing employee teams - theory and practice

11. The most common managers mistakes

Teaching methods

I. FEEDBACK: Information lecture, Problem lecture, Conversational lecture, Talk, Lecture, Reading

II. SEARCHING: Case study, Brainstorming, Round table discussion, Discussion - pyramid, Discussion - seminar, Discussion - paper,

III. TUTORIAL - PRACTICAL: Auditorium exercises, Demonstration method, Project method, Workshop method, Tasks solbing, Writting essay

IV. EXPOSING: Demonstration (film / presentation)

Bibliography

Basic

1. Goldratt, E.M., Cox, J. (2008). CELI. Doskonałość w produkcji. Wydawnictwo: Mint Books - dostępna dla Studentów na Moodle w wersji eBook

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1. Goldratt, E.M., Cox, J. (2008). The Goal. Publisher: Mint Books - acces for Studens at Moodle platform as a eBook

2. Cialdini, R (2012). Wywieranie wpływu na ludzi. teoria i praktyka. Gdańsk: GWP - dostępna dla Studentów na Moodle w wersji eBook

2. Cialdini, R. (2012). Influence The Psychology of Persuasioin. Harper Collins e-books - acces for Studens at Moodle platform as a eBook

3. Małecka (2019). Knowledge Management in SMEs. Journal of Knowledge Management Application and Practice Vol.1. No.3. (Dec. 2019). pp. 47-57. Natural Science Publishing. http://www.naturalspublishing.com/ContIss.asp?IssID=1680 - dostępne on-line

4.The Open University of Hong Kong (2020). Human Resiurce Management - acces for Studens at Moodle platform as a eBook

Additional

 1. Żurek, A. (2015). Zaządzaniei przez zaangażowanie. Jak bezinwestycyjnie poprawić wynik. ObePress - dostępne dla Studentów na Moodle w wersji eBook

2. Griffin, R.W. (2017). Podstawy zarządzania organizacjami. Warszawa: PWN

3. Drucker, P.F. (2001). Myśli Przewodnie Druckera. Harvard Business School

4. 6. Małecka, J. (2018). Knowledge Management in SMEs – In Search of a Paradigm. Proceedings of the 19th European Conference of Knowledge Management. Published by Academic Conferences and Publishing International Limited Reading, UK. E-Book: ISBN: 978-1-911218-95-1. E-BOOKISSN: 2048-8971. Book version ISBN: 978-1-911218-94-4 Book Version ISSN: 2048-8963. p.485-493 - dostepne on-line

Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,0
Classes requiring direct contact with the teacher	30	1,0
Student's own work (literature studies, preparation for lectures /classes (tutorials), preparation for tests/final test/exam, project/presentation preparation, writing essay, case-study analysis, watching movies) [1]	30	1,0

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[1] delete or add other activities as appropriate