



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management

Course

Field of study

Product Lifecycle Engineering

Area of study (specialization)

Level of study

Second-cycle studies

Form of study

full-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

English

Requirements

elective

Number of hours

Lecture

15

Laboratory classes

Tutorials

15

Projects/seminars

Other (e.g. online)

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

Rafał Mierzwiak, Ph.D. Eng.

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Responsible for the course/lecturer:

Joanna Ziomek, MSc

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Faculty of Engineering Management

Prerequisites

Basic knowledge of humanities

Basic skills in the analysis and search for information for the purposes of professional practice

The student recognizes the importance of the organization of own work as a component of effective functioning in a professional and social environment

Course objective

The aim of the course is for participants to acquire knowledge and skills in the proper organization of tasks in time. As a result of its implementation, students will acquire the ability to create their own effective and efficient system of task organization in the context of professional and non-professional work.



Course-related learning outcomes

Knowledge

The student has the knowledge necessary to understand the social, economic, legal and other non-technical conditions of engineering activities and their inclusion in engineering practice

Skills

The student is able to make a preliminary social analysis of undertaken engineering activities

Social competences

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 decisions

The student is able to think and act in a creative and entrepreneurial way

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Written final test or essay

Assessment of activity and participation in class or activity during remote work

Programme content

Characteristics of contemporary time management conditions

Elements of praxeology in task organization

Contemporary concepts of time management

GTD time management system

Time management system based on the concept of 7 habits of effective action

Agile methodologies: Agile Results

Kaizen philosophy, rule 20/80

Conditioning and social expectations and time management systems

Teaching methods

Classes will be conducted in the form of: conversational and problem-oriented using elements of managerial training. Classes can also be conducted and supported through the Moodle platform

Bibliography

Basic

Covey, S. R. (2014). The 7 habits of highly effective families. St. Martin's Press.



Drucker, P. (2018). The effective executive. Routledge.

Additional

Hammarberg, M., & Sunden, J (2014). Kanban in action. Manning Publications Co.

Kahneman, D. (2011). Thinking, fast and slow. Macmillan

Blanchard, K. (2018). Leading at a higher level: Blanchard on leadership and creating high performing organizations. FT Press.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	38	1,5
Student's own work (literature studies, preparation for classes/tutorials, preparation for tests/exam, essay preparation) ¹	37	1,5

¹ delete or add other activities as appropriate