

Managerial competencies development

Basic information about the subject (independent of the cycle)

Module name	Managerial competencies development
Erasmus code	
ISCED code	
Language of instruction	English
Website	
Prerequisites	
ECTS points hour equivalents	Contact hours (work with an academic teacher) 30 Total number of hours with an academic teacher 30 Number of ECTS points with an academic teacher 4 Non-contact hours (students' own work) 15 Total number of non-contact hours 15 Number of ECTS points for non-contact hours 2 Total number of ECTS points for the module 6
Educational outcomes verification methods	Class contributions, attendance, presentations, final project
Description	<p>The main objectives of the course:</p> <ol style="list-style-type: none"> 1. to clarify the character of the work of contemporary manager 2. to develop the basic set of managerial skills and competencies 3. to learn the ways and areas for future managerial development <p>The module covers the knowledge in the area of :</p> <ol style="list-style-type: none"> 1. Character of managerial work. 2. What “competencies” means. 3. Managerial functions, roles, skills, competencies – models. 4. Model of skills by R.L. Katz, model of skills by Whetten, Cameron 5. Intrapersonal skills and self-management (self-knowledge, stress management, decisions making) 6. Managing others part 1. (delegating, coaching, work organization) 7. Managing others part 2. (gaining power, motivating, leadership, managerial styles) 8. Managing others part 3. (communication, conflict management, negotiations) 9. Learning styles and managerial development. 10. Pathology and ethics in contemporary management
Reading list	<ol style="list-style-type: none"> 1. D.A. Whetten, K.S. Cameron, D. A Whetten, Developing Management Skills plus MyManagementLab, Global Edition, 8e, 8/E, Publisher: Pearson Higher Education, Copyright: 2011.

	2. P..Caproni, Management Skills for Everyday Life, 3/E, Publisher: Prentice Hall, Copyright: 2012. 3. H. Mintzberg, Managing, Prentice Hall, 2009.
Educational outcomes	KNOWLEDGE <ol style="list-style-type: none"> 1. about managerial roles and skills, competencies 2. about the work and features of effective managers and leaders 3. about the ways of developing different competencies SKILLS <ol style="list-style-type: none"> 1. self-management 2. managing others ATTITUDES <ol style="list-style-type: none"> 1. proper assessment of personal potential –attitude towards development 2. openness to others 3. better understanding of people behaviors and their differences
Practice	

Information about classes in the cycle

Website	
Educational outcomes verification methods	Class contributions, attendance, presentations, final project
Comments	
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A list of topics	<ol style="list-style-type: none"> 1. Character of managerial work. 2. What “competencies” means. 3. Managerial functions, roles, skills, competencies – models. 4. Model of skills by R.L. Katz, model of skills by Whetten, Cameron 5. Intrapersonal skills and self-management (self-knowledge, stress management, decisions making) 6. Managing others part 1. (delegating, coaching, work organization) 7. Managing others part 2. (gaining power, motivating, leadership, managerial styles) 8. Managing others part 3. (communication, conflict management, negotiations) 9. Learning styles and managerial development. 10. Pathology and ethics in contemporary management
Teaching methods	Workshop, Case study, problem discussion, self-assessment questionnaires
Assessment methods	