

Basic information about the subject (independent of the cycle)

Module name	Managerial Competencies Development
Erasmus code	E-ERASMUS-MCD
ISCED code	
Language of instruction	English
Website	https://kampus.umcs.pl/course/view.php?id=2660
Prerequisites	
ECTS points hour equivalents	Contact hours (work with an academic teacher) 15 Total number of hours with an academic teacher 15 Number of ECTS points with an academic teacher 2 Non-contact hours (students' own work) 15 Total number of non-contact hours 15 Number of ECTS points for non-contact hours 1 Total number of ECTS points for the module 3
Educational outcomes verification methods	Activity during class and exercises, oral exam
Description	The module covers the knowledge in the area of the character of the work of contemporary manager, as well as managerial functions, roles, skills, competencies. The practical aim of the course is to develop the basic set of managerial skills and competencies.
Reading list	1. Whetten, D. A., Cameron, K. S., <i>Developing Management Skills</i> , Pearson, 2016, 2. Armstrong, M., <i>Armstrong's Handbook of Management and Leadership. Developing effective people skills for better leadership and management</i> , Kogan Page Publishers 2012, 3. Caproni, P., <i>Management skills for everyday life</i> , Pearson, 2012. 4. Mintzberg, H., <i>Managing</i> , Prentice Hall, 2009.
Educational outcomes	KNOWLEDGE 1. managerial roles and skills, competencies 2. work and features of effective managers and leaders 3. ways of developing different competencies SKILLS 1. self-management 2. managing others ATTITUDES 1. positive attitude towards self-development and self-assessment 2. openness to others 3. better understanding of people behavior and positive attitude to group differences
Practice	

Information about classes in the cycle

Website	https://kampus.umcs.pl/course/view.php?id=2660
Educational outcomes verification methods	Activity during class and exercises, oral exam
Comments	
Reading list	<ol style="list-style-type: none"> 1. Whetten, D. A., Cameron, K. S., <i>Developing Management Skills</i>, Pearson, 2016, 2. Armstrong, M., <i>Armstrong's Handbook of Management and Leadership. Developing effective people skills for better leadership and management</i>, Kogan Page Publishers 2012, 3. Caproni, P., <i>Management skills for everyday life</i>, Pearson, 2012. 4. Mintzberg, H., <i>Managing</i>, Prentice Hall, 2009.
Educational outcomes	<p>KNOWLEDGE</p> <ol style="list-style-type: none"> 1. managerial roles and skills, competencies 2. work and features of effective managers and leaders 3. ways of developing different competencies <p>SKILLS</p> <ol style="list-style-type: none"> 1. self-management 2. managing others <p>ATTITUDES</p> <ol style="list-style-type: none"> 1. positive attitude towards self-development and self-assessment 2. openness to others 3. better understanding of people behavior and positive attitude to group differences
A list of topics	<ol style="list-style-type: none"> 1. Character of managerial work. 2. Managerial functions, roles, skills, competencies. 3. Managing others - delegating and coaching 4. Managing others - gaining power and motivating. 5. Managing others - leadership and managerial styles. 6. Managing others - conflict management and negotiations
Teaching methods	Informative lecture, presentation, group work
Assessment methods	Attendance, activity during class and exercises, oral exam