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| **Prowadzący** | Jacek Jakubczak |
| **Oferta PJO\*** | TAK |
| **Oferta PJOE\*** | TAK |
| **Kierunek, rok, stopień dla PJO (\*obowiązkowe)** |  |
| **Semestr roku 2022/2023** | letni\*\* |

\* PJO – przedmiot w języku obcym dla studentów polskich / PJOE – przedmiot w języku obcym dla studentów Erasmus+  
\*\* zostawić właściwe

BASIC INFORMATION ABOUT THE SUBJECT (INDEPENDENT OF THE CYCLE)

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| **Module name** | Managerial Competencies Development |
| **Erasmus code** | E-ERASMUS-MCD |
| **ISCED code** | 0419 |
| **Language of instruction** | English |
| **Website** | <https://www.umcs.pl/en/courses-in-english-2021-2022,21582.htm>  (dla PJOE) |
| **Prerequisites** | Knowledge of the roles played by managers in modern organisations and the tasks involved. |
| **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** | Active class participation, preparation of the projects |
| **Description** | The main objectives of the course:  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 |
| **Reading list** | Primary literature:  1. Whetten, D. A., Cameron, K. S., Developing Management Skills, Pearson, 2016,  Literatura uzupełniająca:  2. Armstorng, M., Armstrong’s Handbook of Management and Leadership. Developing effective people skills for better leadership and management, Kogan Page Publishers 2012,  3. Caproni, P., Management skills for everyday life, Pearson, 2012.  Supplementary literature:  1.Iqbal, J. (2007). Why managers don’t delegate and how to get them do so. Journal of Managerial Sciences, 1(2).  2. Wales, S. (2002). Why coaching?. Journal of change management, 3(3).  3. Brett, J. M. (2007). Negotiating globally: How to negotiate deals, resolve disputes, and make decisions across cultural boundaries. John Wiley & Sons. |
| **Educational outcomes** | Knowledge:  W1 - The student describes managerial roles and the skills and competencies associated with them.  W2 - The student characterises the work and features of effective managers and leaders.  W3 - The student presents ways of developing various competences.  Abilities:  U1 - The student demonstrates self-management.  U2 - The student improves the management of others.  Social competences:  K1 - The student willingly undertakes assessment of his/her competences and manifests attitudes of further self-development.  K2 - The student shows openness to others.  K3 - The student shows better understanding of people's behaviours and their differences. |
| **Practice** | n/a |

INFORMATION ABOUT CLASSES IN THE CYCLE

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| **Website** | <https://www.umcs.pl/en/courses-in-english,21103.htm>  (dla PJOE) |
| **Educational outcomes verification methods** | Active class participation, preparation of the projects |
| **Comments** | Classes are conducted using distance learning methods and techniques, using the University's e-learning platform Virtual Campus and MS Teams. |
| **Reading list** | Primary literature:  1. Whetten, D. A., Cameron, K. S., Developing Management Skills, Pearson, 2016,  Literatura uzupełniająca:  2. Armstorng, M., Armstrong’s Handbook of Management and Leadership. Developing effective people skills for better leadership and management, Kogan Page Publishers 2012,  3. Caproni, P., Management skills for everyday life, Pearson, 2012.  Supplementary literature:  1.Iqbal, J. (2007). Why managers don’t delegate and how to get them do so. Journal of Managerial Sciences, 1(2).  2. Wales, S. (2002). Why coaching?. Journal of change management, 3(3).  3. Brett, J. M. (2007). Negotiating globally: How to negotiate deals, resolve disputes, and make decisions across cultural boundaries. John Wiley & Sons. |
| **Educational outcomes** | Knowledge:  W1 - The student describes managerial roles and the skills and competencies associated with them.  W2 - The student characterises the work and features of effective managers and leaders.  W3 - The student presents ways of developing various competences.  Abilities:  U1 - The student demonstrates self-management.  U2 - The student improves the management of others.  Social competences:  K1 - The student willingly undertakes assessment of his/her competences and manifests attitudes of further self-development.  K2 - The student shows openness to others.  K3 - The student shows better understanding of people's behaviours and their differences. |
| **A list of topics** | 1. Character of managerial work  2. Meaning of competence  3. Managerial functions, roles, skills and competences  4. Personal Assessment of Management Skills (PAMS)  5. Managing others - delegating, coaching  6. Managing others - gaining power  7. Managing others - motivating  8. Leadership  9. Conflict management  10. Negotiations |
| **Teaching methods** | Informative lecture, presentation, group work  E-learning - in synchronous mode:  1. provision of teaching materials  2. on-line lecture  3. group videoconference  4. chat  5. on-line case studies. |
| **Assessment methods** | Credit for classes based on:  - 10% class activity (W1)  - 90% partial marks from projects (W2, W3, U1,U2, K1, K2, K3) |