

<b>Prowadzący</b>	Dr Aneta Karasek
<b>Oferta PJO*</b>	<del>TAK</del> / NIE**
<b>Oferta PJOE*</b>	TAK / <del>NIE</del> **
<b>Kierunek, rok, stopień dla PJO (*obowiązkowe)</b>	
<b>Semestr roku 2023/2024</b>	zimowy / <del>letni</del> **

\* 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)

<b>Module name</b>	Development of interpersonal skills and mindful communication
<b>Erasmus code</b>	
<b>ISCED code</b>	
<b>Language of instruction</b>	English
<b>Website</b>	
<b>Prerequisites</b>	-
<b>ECTS points hour equivalent</b>	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: 3 Non-contact hours (students' own work): 30 Total number of non-contact hours: 30 Number of ECTS points for non-contact hours: 3 Total number of ECTS points for the module: 6
<b>Educational outcomes verification methods</b>	Active participation in the classes, the preparation of a oral presentation and final project.
<b>Description</b>	The module covers the knowledge of possibilities of improving interpersonal skills and ways of developing effective mindful communication in the workplace.  The main objectives of the course are: 1.improving interpersonal skills 2.developing effective mindful communication in workplace 3.learning a broad variety of skills supporting communication at work
<b>Reading list</b>	<ol style="list-style-type: none"> <li>1. D.A. Whetten, K. S. Cameron, Developing Management Skills, Prentice Hall; 8 edition, 2011</li> <li>2. A. de Bruin, MINDFULNESS and MEDITATION at University, Verlag, Bielefeld, 2021.</li> <li>3. J.Keyton, Communication and organizational culture : a key to understanding work experiences, SAGE Publishing, 2011</li> <li>4. P.Cobley, P.Schulz (Eds.), Theories and models of communication, de Gruyter Mouton, 2013</li> <li>5. G.Cheney, S. May, D.Munshi (eds.),The handbook of communication ethics, New York : Routledge, 2011</li> <li>6. International Dimensions of Organizational Behavior by Nancy J. Adler, Allison Gundersen, (5th Edition), South-Western College Pub; 005 edition (June 29, 2007)</li> <li>7. The 7 Habits of Highly Effective. Powerful Lessons in Personal Change, byStephen R. Covey, Free Press; Revised edition (November 9, 2004)</li> <li>8. Primal Leadership by Daniel Goleman, Richard Boyatzis, Annie McKee,Boson: Harvard Business School Press, (2004)</li> <li>9. Training in Interpersonal Skills by Stephen P.Robbins, (5th Edition), Prentice Hall; 5 edition (May 19, 2008)</li> <li>10. A. Pressman, Design Thinking: A Guide to Creative Problem Solving for Everyone, Routledge; 1 edition, 2018.</li> <li>11. T. Brown, J. Wyatt,Design thinking for social innovation.Development Outreach,2010, 12(1), 29-43.</li> </ol>
<b>Educational outcomes</b>	KNOWLEDGE

	<ol style="list-style-type: none"> <li>1. related to process of communication</li> <li>2. related to mindful communication</li> <li>3. related to storytelling techniques</li> </ol> <p>SKILLS</p> <ol style="list-style-type: none"> <li>1. creative problem solving</li> <li>2. public presentation</li> <li>3. teamwork</li> </ol> <p>ATTITUDES</p> <ol style="list-style-type: none"> <li>1. being open to others and understanding differences between people</li> <li>2. cooperation in solving problems</li> </ol>
<b>Practice</b>	n/a

INFORMATION ABOUT CLASSES IN THE CYCLE

<b>Website</b>	
<b>Educational outcomes verification methods</b>	Active participation in the classes, the preparation of an oral presentation, and final project.
<b>Comments</b>	-
<b>Reading list</b>	<ol style="list-style-type: none"> <li>1. D.A. Whetten, K. S. Cameron, Developing Management Skills, Prentice Hall; 8 edition, 2011</li> <li>2. A. de Bruin, MINDFULNESS and MEDITATION at University, Verlag, Bielefeld, 2021.</li> <li>3. J.Keyton, Communication and organizational culture : a key to understanding work experiences, SAGE Publishing, 2011</li> <li>4. P.Cobley, P.Schulz (Eds.), Theories and models of communication, de Gruyter Mouton, 2013</li> <li>5. G.Cheney, S. May, D.Munshi (eds.),The handbook of communication ethics, New York : Routledge, 2011</li> <li>6. International Dimensions of Organizational Behaviorby Nancy J. Adler, Allison Gundersen, (5th Edition), South-Western College Pub; 005 edition (June 29, 2007)</li> <li>7. The 7 Habits of Highly Effective. Powerful Lessons in Personal Change, byStephen R. Covey, Free Press; Revised edition (November 9, 2004)</li> <li>8. Primal Leadership by Daniel Goleman, Richard Boyatzis, Annie McKee,Boson: Harvard Business School Press, (2004)</li> <li>9. Training in Interpersonal Skills by Stephen P.Robbins, (5th Edition), Prentice Hall; 5 edition (May 19, 2008)</li> <li>10. A. Pressman, Design Thinking: A Guide to Creative Problem Solving for Everyone, Routledge; 1 edition, 2018.</li> <li>11. T. Brown, J. Wyatt,Design thinking for social innovation.Development Outreach,2010, 12(1), 29-43.</li> </ol>
<b>Educational outcomes</b>	<p>KNOWLEDGE</p> <ol style="list-style-type: none"> <li>1. related to process of communication</li> <li>2.related to mindful communication</li> <li>3.related to storytelling techniques</li> </ol> <p>SKILLS</p> <ol style="list-style-type: none"> <li>1. creative problem solving</li> <li>2. public presentation</li> <li>3. team work</li> </ol> <p>ATTITUDES</p> <ol style="list-style-type: none"> <li>1.being open to others and understanding differences between people</li> <li>2.cooperation in solving problems</li> </ol>
<b>A list of topics</b>	<ol style="list-style-type: none"> <li>1. Process and functions of communication</li> <li>2. Mindful communication</li> <li>3. Verbal and Non-verbal communication</li> <li>4. Self- awareness</li> <li>5. Emotional Intelligence</li> <li>6. Listening skills</li> <li>7. Enhancing Interpersonal Communication Through Storytelling Techniques</li> <li>8. Managing conflicts</li> <li>9. Creative problem solving</li> <li>10. Teamwork</li> <li>11. Empathy</li> <li>12. Creating solutions</li> <li>13. Decision making</li> <li>14. Presentation Skills</li> </ol>

<b>Teaching methods</b>	Workshop, Case study, problem discussion, learning by doing, design thinking tools, storytelling
<b>Assessment methods</b>	Class contributions, attendance, oral presentation, final project