

<b>Prowadzący</b>	Jacek Jakubczak
<b>Oferta PJO*</b>	TAK
<b>Oferta PJOE*</b>	TAK
<b>Kierunek, rok, stopień dla PJO</b>	
<b>Semestr roku 2022/2023</b>	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)

<b>Module name</b>	Managerial Competencies Development
<b>Erasmus code</b>	E-ERASMUS-MCD
<b>ISCED code</b>	
<b>Language of instruction</b>	English
<b>Website</b>	<a href="https://www.umcs.pl/en/courses-in-english,21103.htm">https://www.umcs.pl/en/courses-in-english,21103.htm</a> (dla PJOE)
<b>Prerequisites</b>	
<b>ECTS points hour equivalents</b>	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
<b>Educational outcomes verification methods</b>	Activity during class and exercises, oral exam
<b>Description</b>	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.
<b>Reading list</b>	<ol style="list-style-type: none"> <li>1. Whetten, D. A., Cameron, K. S., <i>Developing Management Skills</i>, Pearson, 2016,</li> <li>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,</li> <li>3. Caproni, P., <i>Management skills for everyday life</i>, Pearson, 2012.</li> <li>4. Mintzberg, H., <i>Managing</i>, Prentice Hall, 2009.</li> </ol>
<b>Educational outcomes</b>	<p>KNOWLEDGE</p> <ol style="list-style-type: none"> <li>1. managerial roles and skills, competencies</li> <li>2. work and features of effective managers and leaders</li> <li>3. ways of developing different competencies</li> </ol> <p>SKILLS</p> <ol style="list-style-type: none"> <li>1. self-management</li> <li>2. managing others</li> </ol> <p>ATTITUDES</p> <ol style="list-style-type: none"> <li>1. positive attitude towards self-development and self-assessment</li> <li>2. openness to others</li> <li>3. better understanding of people behavior and positive attitude to group differences</li> </ol>
<b>Practice</b>	n/a

INFORMATION ABOUT CLASSES IN THE CYCLE

<b>Website</b>	<a href="https://www.umcs.pl/en/courses-in-english,21103.htm">https://www.umcs.pl/en/courses-in-english,21103.htm</a> (dla PJOE)
<b>Educational outcomes verification methods</b>	Activity during class and exercises, oral exam
<b>Comments</b>	
<b>Reading list</b>	<ol style="list-style-type: none"> <li>1. Whetten, D. A., Cameron, K. S., <i>Developing Management Skills</i>, Pearson, 2016,</li> <li>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,</li> <li>3. Caproni, P., <i>Management skills for everyday life</i>, Pearson, 2012.</li> <li>4. Mintzberg, H., <i>Managing</i>, Prentice Hall, 2009.</li> </ol>
<b>Educational outcomes</b>	<p>KNOWLEDGE</p> <ol style="list-style-type: none"> <li>4. managerial roles and skills, competencies</li> <li>5. work and features of effective managers and leaders</li> <li>6. ways of developing different competencies</li> </ol> <p>SKILLS</p> <ol style="list-style-type: none"> <li>3. self-management</li> <li>4. managing others</li> </ol> <p>ATTITUDES</p> <ol style="list-style-type: none"> <li>4. positive attitude towards self-development and self-assessment</li> <li>5. openness to others</li> <li>1. better understanding of people behavior and positive attitude to group differences</li> </ol>
<b>A list of topics</b>	<ol style="list-style-type: none"> <li>1. Character of managerial work.</li> <li>2. Managerial functions, roles, skills, competencies.</li> <li>3. Managing others - delegating and coaching</li> <li>4. Managing others - gaining power and motivating.</li> <li>5. Managing others - leadership and managerial styles.</li> <li>6. Managing others - conflict management and negotiations</li> </ol>
<b>Teaching methods</b>	Informative lecture, presentation, group work
<b>Assessment methods</b>	Attendance, activity during class and exercises, oral exam