



DESCRIPTION OF THE OBJECT

FIELD OF STUDY	Management
SPECIALISATION	Business management
MODE OF STUDY	Full-time studies / Part-time studies
SEMESTER	6

Name of the subject	Managers work organisation
Hourly dimension of particular forms of classes	Full-time studies – 30 Part-time studies - 18
	• lectures Full-time studies – 10; Part-time studies - 8
	• other forms Full-time studies – 20; Part-time studies - 10

Learning objectives:	<ul style="list-style-type: none"> – Demonstration of practical and proven methods of work organisation which influence the effectiveness of managers in modern organisations. – Developing key managerial skills which influence time management and lead to effective implementation of planned objectives.
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Learning outcomes for the subject	
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Number	Learning outcomes, a student who has successfully completed the course will be able to:	Reference of learning outcomes for the programme	The reference to the learning outcomes for the area
EK_W01	has basic knowledge of management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences	K_W01	P6S_WG
EK_W02	has basic knowledge of man, in particular as a subject of economic relations and the principles defining his role in the functioning of economic organisations, identifies internal and external factors conditioning human behaviour in an organisation	K_W13	P6S_WK
EK_U03	can use basic terminology in the fields of study, can use and integrate theoretical knowledge of management and related disciplines	K_U01	P6S_UW
EK_U04	is prepared to work as a specialist or middle manager in an enterprise; is prepared to take up and run economic activity; is able to use the knowledge gained, taking into account the skills acquired during the professional practice, to solve dilemmas arising in professional work	K_U07	P6S_UW

EK_K05	is able to set appropriate priorities for the accomplishment of tasks given by him/her or by others and effectively organise his/her own work as well as that of a team under his/her direction	K_K04	P6S_KO
EK_K06	is aware of the level of his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies	K_K01	P6S_KK

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	Lectures	
T_01	Time management of a manager. Analysis of time management. Time as an individual value. What influences work organisation and time management ? How do we manage our own time ? Identification of abnormalities "Time eaters" How to deal with time disturbing factors at work ?	EK_W01 EK_W02
T_02	Effective decision making. Principles of active approach to tasks. Goal setting. Sources of goals. How to formulate goals effectively ? How to work more effectively?	EK_W01 EK_W02
T_03	Work organisation and the team, subordinates. Effective delegation. When and how to delegate? Individual SWOT analysis of the participant, defining own goals - "time for changes". Conflicts in the team.	EK_W01 EK_W02
T_04	The art of organising and conducting effective meetings Interpersonal communication.	EK_W01 EK_W02

	Exercises	
T_05	Organising own work - time management - Workshop activities	EK_U03 EK_U04 EK_K05 EK_K06
T_06	Setting short and long term goals - Workshop activities	EK_U03 EK_U04 EK_K05 EK_K06
T_07	Planning your own and your team's work. Motivation and motivation. Conflicts and ways of solving them.	EK_U03 EK_U04 EK_K05 EK_K06
T_08	Prepare and deliver a presentation on a chosen topic in terms of interpersonal communication.	EK_U03 EK_U04 EK_K05 EK_K06

Methods and forms of teaching	Educational and curricular content
Lecture with multimedia presentation of selected issues	
Conversation lecture	T_01 – T_04
Problem-based lecture	

Informative lecture	
Discussion	
Working with text	
Case study method	
Problem-based learning	
Didactic/simulation game	
Exercise method	T_05 – T_08
Workshop method	
Project method	
Multimedia presentation	
Audio and/or video demonstrations	
Activation methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, „snowball” method, constructing „mind maps”)	
Other (which ones?) - ...	
...	

Evaluation criteria in relation to particular learning outcomes				
Learning outcome	For assessment 2	For assessment 3	For assessment 4	For assessment 5
EK_W01	Students will be unable to identify basic issues in management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences.	Students will be able to identify basic issues in management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences.	Students will not only be able to identify basic issues in management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences, but also give examples from life and indicate practical applications.	Students will not only be able to identify basic issues in management and economic sciences, their place in the system of social sciences (political, economic, legal) and their essential elements and relations to other sciences, but also give examples from life and indicate practical applications and relations between them.
EK_W02	The student has no basic knowledge of man, in particular as a subject of economic relations and the principles defining his role in the functioning of economic organisations, he identifies internal and external factors conditioning human	The student has basic knowledge of man, in particular as a subject of economic relations and the principles defining his role in the functioning of economic organisations, he identifies internal and external factors conditioning human	The student not only has basic knowledge of man, in particular as a subject of economic relations and the principles defining his role in the functioning of economic organisations, but also identifies internal and	The student not only has basic knowledge of man, in particular as a subject of economic relations and the principles defining his role in the functioning of economic organisations, but also identifies internal and external factors conditioning

	behaviour in organisations	behaviour in organisations	external factors conditioning human behaviour in the organisation, as well as giving examples from life and indicating practical application	human behaviour in the organisation, as well as giving examples from life and indicating practical application and relations between them.
EK_U03	Students cannot use basic terminology in particular fields of study, they are able to use and integrate theoretical knowledge of management and related disciplines.	The student is able to use basic terminology within particular fields of study, can use and integrate theoretical knowledge of management and related disciplines.	The student is not only able to use basic terminology in particular fields of study, can use and integrate theoretical knowledge of management and related disciplines, but also to indicate practical application	Students will not only be able to use basic terminology in particular fields of study, they will also be able to use and integrate theoretical knowledge of management and related disciplines, but also to indicate practical applications and relations between them.
EK_U04	The student is not prepared to work as a specialist or middle manager in a company; he/she is prepared to undertake and carry out economic activity; he/she is able to use the acquired knowledge, including the skills acquired during the professional practice, to solve dilemmas arising in professional work	The student is prepared to work as a specialist or middle manager in an enterprise to a basic degree; he/she is prepared to undertake and carry out economic activity; he/she is able to use the acquired knowledge, including the skills acquired during professional practice, to solve dilemmas arising in professional work	The student is prepared to work as a specialist or manager of the middle level in the enterprise to a due degree; he/she is prepared to undertake and carry out economic activity; he/she is able to use the acquired knowledge, including the skills acquired during the professional practice, to solve dilemmas appearing in the professional work.	The student is prepared to work as a specialist or manager of the middle level in the enterprise fully ; is prepared to take up and run economic activity; is able to use the acquired knowledge, taking into account the skills acquired during the professional practice, to solve dilemmas appearing in the professional work
EK_K05	The student is not able to adequately determine priorities in order to accomplish a task defined by himself/herself or others and to effectively organise his/her own work as well as that of a team under his/her direction.	The student is able to adequately determine priorities in order to accomplish a task defined by himself/herself or others and to effectively organise his/her own work as well as that of a team under his/her direction.	The student is able to adequately determine priorities in order to accomplish a task defined by him/herself or others and to effectively organise his/her own work as well as that of a team under his/her direction.	The student is able to adequately determine priorities in order to accomplish a task defined by him/herself or others and to effectively organise his/her own work as well as that of a team under his/her direction.
EK_K06	The student is not aware of the level of	The student is aware of the basic level of	The student is aware of the level	The student is fully aware of the level of

	his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake second-cycle studies	his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies	of his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies	his/her knowledge and skills, understands the need for constant personal and professional development, is prepared to undertake a second degree studies
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Verification of learning outcomes	EK symbols for the module/subject				
	W01	W02	U03	U04	K05
Written examination					
Oral examination					
Written credit	X	X	X	X	X
Oral credit					
Written colloquium	X	X	X	X	X
Oral colloquium					
Test					
Project					
Written work					
Report					
Multimedia presentation					
Work during exercise	X	X	X	X	X
Other (which?) -					

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	8
2. Other forms (joint participation of academic staff and students)	20	10
3. Consultation with the teacher	-	-
Total 1+2+3	30	18
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	20	32
Total 4+5	20	32
SUMMARY 1+2+3+4+5	50	50
Total ECTS credits according to the study plan	2	

Reference literature	1. P. Drucker, Menedżer skuteczny, MT Biznes 2005.
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	<ol style="list-style-type: none"> 2. M. Clayton, Zarządzanie czasem, Jak efektywnie planować i realizować zadania, Samo-sedno, Edgard, Warszawa 2011. 3. L. J. Seiwert, Zarządzanie czasem, Agencja Wydawnicza Placet, Warszawa 1998. 4. Berglas S., Chroniczne kłopoty z czasem, "Harvard Business Review Polska", nr 2005/5.; 5. Bruch H., Menges J.I., Pułapka przyspieszenia, "Harvard Business Review Polska", nr 2010/11. 6. Pluta, G. P. Wójcik, Vademecum menedżera – organizacja pracy własnej, Economicus, Szczecin 2011. 7. D. Allen, Sztuka efektywności. Skuteczna realizacja zadań. Wydawnictwo Helion, Gliwice 2006.
<p>Complementary literature</p>	<ol style="list-style-type: none"> 1. Davidson J.P., Zarządzanie czasem. Praktyczny poradnik dla tych, którzy nie lubią tracić czasu, K.E. Liber, Warszawa 2002. 2. Elsner D., Gospodarowanie czasem własnym kierownika jako problem dydaktyczny, [w:] Doskonalenie kadr kierowniczych nr 10 1989, Instytut Administracji i Zarządzania, Warszawa 1989. 3. Holsten-Beck, Konflikty, Warszawa 1983. 5. Kuc B.R., Od zarządzania do przywództwa, wyd. PTM, Warszawa 2004.