

COURSE OFFERED

Name of the course	Polish	Techniki i narzędzia w pracy menedżera
	English	Techniques and tools in manager's work

1. LOCATION OF THE COURSE OF STUDY WITHIN THE EDUCATION SYSTEM

1.1. Section	Social Sciences
1.2. Discipline	Management and Quality Studies
1.3. Type of education	Stationary
1.4. Level of education	Doctoral studies
1.5. Person preparing the course description	Dr hab. Inż. Olaf Flak, prof. UJK
1.6. Contact	olaf.flak@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Type of course	Specialised subjects in the discipline
2.2. Language of the course	English

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3.1. Type of classes	Lecture, Classes
3.2. The number of hours	15 h (Lecture), 15 h (Classes)
3.3. Location of classes	Classes held in a UJK teaching facility
3.4. Type of assessment	Exam (Lecture), Pass with a grade (Classes)
3.5. Didactic methods	Lecture: interactive lecture Classes: discussion – brainstorming, subject-specific exercises, project-based method
3.6. Literature	basic Flyvbjerg, B., & Gardner, D. (2023). <i>How big things get done: The surprising factors that determine the fate of every project</i> . New York, NY: Crown Duke, A. (2020). <i>How to decide: Simple tools for making better choices</i> . New York, NY: Portfolio Stothart, C. (2022). <i>Motivation: The ultimate guide to leading your team</i> . London, England: Kogan Page
	supplementary Grant, A. (2021). <i>Think again: The power of knowing what you don't know</i> . New York, NY: Viking Goller, I., & Bessant, J. (2023). <i>Creativity for innovation management: Tools and techniques for creative thinking in practice</i> . London, England: Routledge Harvard Business Review Press. (2021). <i>HBR guide to project management</i> . Boston, MA: Harvard Business Review Press

4. OBJECTIVES, SYLLABUS CONTENT AND INTENDEND LEARNING OUTCOMES

4.1. Course objectives (including the form of classes)
• C1. Knowledge – presentation of selected operational management techniques and tools within a company team. • C2. Skills – development of skills related to selected techniques and tools in managers' work. • C3. Social competences – raising awareness of the social conditions influencing the functioning of a company.

4.2. Syllabus content

1. Methods of team building in an organization aimed at achieving synergy
2. Defining organizational problems that must be addressed in the company's day-to-day business practice
3. Using heuristic techniques to search for solutions to organizational problems in operational activities
4. Specifying organizational solutions in operational decision-making
5. Conditions for creating decision options related to organizational problems and making accurate decisions in a structured manner
6. Setting goals and tasks related to operational decisions in the company
7. Resolving conflicts between employees within a team or between employee groups
8. Conducting meeting in a team

5. SUBJECT LEARNING OUTCOMES

Learning outcomes	A doctoral student who has passed the subject:	Reference to the learning outcomes of Doctoral School (according to the training program at the Doctoral School)
in the area of KNOWLEDGE:		
W01	has knowledge and understanding of the global body of work in management and quality sciences, including theoretical foundations, general issues, and selected specific issues, at a level that enables the revision of existing paradigms	SD_W01
W02	has knowledge and understanding of the main development trends in management and quality sciences related to the conducted research topic	SD_W02
W03	has knowledge and understanding of the methodology of management and quality sciences, including the statistical analysis of results	SD_W03
W04	has knowledge and understanding of the fundamental dilemmas of contemporary civilization, including the ability to formulate important, current, and unresolved problems in the field of social sciences, particularly in management and quality sciences, including in a foreign language	SD_W07
in the area of SKILLS:		
U01	is able to use knowledge from different fields of science to creatively identify, formulate, and innovatively solve complex problems or perform research tasks	SD_U03
U02	is able to use a foreign language at the B2 level of the Common European Framework of Reference for Languages to an extent that enables participation in an international professional environment	SD_U07
in the area of SOCIAL COMPETENCE:		
K01	is ready to critically evaluate the achievements within management and quality sciences, as well as to critically assess their own contribution to the development of this scientific discipline	SD_K01
K02	is ready to think and act in an entrepreneurial manner	SD_K04

6. METHODS OF ASSESSMENT OF THE INTENDED LEARNING OUTCOMES

SUBJECT LEARNING OUTCOMES	METHOD OF ASSESSMENT (+/-)																				
	Oral/written exam			Kolokwium			Project			activity in class			Own work			Group work			Others		
	<i>The type of classes</i>			<i>The type of classes</i>			<i>The type of classes</i>			<i>The type of classes</i>			<i>The type of classes</i>			<i>The type of classes</i>			<i>The type of classes</i>		
	L	C	S	L	C	S	L	C	S	L	C	S	L	C	S	L	C	S	L	C	S
W01	x																				
W02	x																				
W03	x																				
W04	x																x				
U01											x						x				
U02											x						x				
K01											x						x				
K02											x						x				

7. CRITERIA OF ASSESSMENT OF THE INTENDED LEARNING OUTCOMES

Form of classes	Grade	Criterion of assessment
Lecture (L) ¹	3,0	Passed the written exam with 50–60% of the maximum possible score
	3,5	Passed the written exam with 61–70% of the maximum possible score
	4,0	Passed the written exam with 71–80% of the maximum possible score
	4,5	Passed the written exam with 81–90% of the maximum possible score
	5,0	Passed the written exam with 91–100% of the maximum possible score
Classes (C) ²	3,0	Completed group work (case study analysis) and participation in discussions with 50–60% of the maximum possible score.
	3,5	Completed group work (case study analysis) and participation in discussions with 61–70% of the maximum possible score.
	4,0	Completed group work (case study analysis) and participation in discussions with 71–80% of the maximum possible score; demonstrated average activity .
	4,5	Completed group work (case study analysis) and participation in discussions with 81–90% of the maximum possible score; demonstrated above-average activity .
	5,0	Completed group work (case study analysis) and participation in discussions with 91–100% of the maximum possible score; demonstrated high activity .

Accepted for execution

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¹ Niepotrzebne usunąć.

² Niepotrzebne usunąć.