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| To be filled in by the Field of Study Committee | Module (course block) name: **DIRECTIONAL SUBJECTS** | | | | | | Module code: E | | |
| Course name: **SOCIAL SKILLS IN THE WORKPLACE** | | | | | | Course code: 47.1 | | |
| Organisational unit conducting the course/module: **INSTITUTE OF ECONOMY** | | | | | | | | |
| Field of study: **ADMINISTRATION** | | | | | | | | |
| Mode of study:  **FULL-TIME** | | | Study profile:  **PRACTICAL** | | | Mode of study: **PiRwA** | | |
| Year / semester:  **III/V** | | | Course/module status:  **OPTIONAL** | | | Course/module language:  **ENGLISH/POLISH** | | |
| Form of tuition | lecture | class | | laboratory | project | | seminar | other (please, specify) |
| Course load (hrs) |  | **30** | |  |  | |  |  |

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| Module/course coordinator | Phd Olga Filaszkiewicz |
| Lecturer | Phd Olga Filaszkiewicz |
| Course/module objective | The main objective of this course is to get knowledge and practise of chosen social and interpersonal skills, which can be crucial at professional life. |
| Entry requirements |  |

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| **LEARNING OUTCOMES** | | |
| Number of leaning outcome or of group of outcomes | Learning outcome description | Reference to the learning outcomes for Field of Study |
| 01 | Student can name and is aware of the most common rules of building a team at work, what kind of processes are necessary at groups | K1P\_W09 |
| 02 | Student has knowledge about social and communicational skills at work | K1P\_W09 |
| 03 | Student can communicate, manage the group using professional terminology in English | K1P\_U18 |
| 04 | Student makes attempt to manage the group conflict | K1P\_U13 |
| 05 | Student actively cooperates in the group, taking various roles | K1P\_K03 |
| 06 | Student takes responsibility for the group’s and his own tasks | K1P\_K04 |

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| **COURSE CONTENT** |
| **Class** |
| Chosen concepts in social psychology/behavioral economy, Modern leadership (including leadership based on vulnerability), Group process, Conflict management, Emotional intelligence, Feedback which makes people stronger, Stress management and mindfulness, Communicational skills and meaning of body language, Coaching. |

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| Basic literature | 1. Wojciszke B., *Psychologia społeczna,* Wydawnictwo Naukowe Scholar 2019. 2. [Adler R., Rosenfeld L. B.](https://www.megaksiazki.pl/1057312__adler-ronald-rosenfeld-lawrence-b" \o "Wyświetl wszystkie książki autora Adler Ronald, Rosenfeld Lawrence B.), *Relacje interpersonalne. Proces porozumiewania się*, [Rebis Dom Wydawniczy](https://www.megaksiazki.pl/1000092_rebis-dom-wydawniczy" \o "Wyświetl wszystkie książki wydawcy Rebis Dom Wydawniczy) 2018 3. Aronson E., T. D. Wilson, R. M. Akert, S. R. Sommers GE, *Social Psychology* (10th Edition) Pearson Education Limited 2020 |
| Supplementary literature | 1. Brown B., *Dare to lead*, Ebury publishing, 2018. 2. [Lindemann](https://lubimyczytac.pl/autor/132544/gabriele-lindemann) G., [Heim](https://lubimyczytac.pl/autor/132545/vera-heim) V., *Komunikacja Konstruktywna w biznesie,*Dialoque Unlimited 2016 3. Lasley M., *Coaching for Transformation: Pathways to Ignite Personal & Social Change*, Discover Pr 2015. |
| Onsite teaching methods | Discuss, active tasks, multimedia presentation, workshops, short films, |
| Teaching methods including methods and techniques of remote teaching | Tasks on Moodle platform and Teams |

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| Learning outcomes verification methods | | Learning outcome/group of outcomes number |
| Test | | 01-03 |
| Presentation and workshops | | 03-06 |
| Active participation at classes | | 01-06 |
| Forms and terms of awarding credits | Test 30%  Presentation and workshops 50%  Active participation at classes 20 % | |

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| **STUDENT WORKLOAD** | | | |
| Type of activity/tuition | Number of hours | | |
| Total | Activities related to practical professional preparation | Participation in classes conducted with the use of methods and techniques of remote teaching |
| Participations in lectures |  |  |  |
| Independent study | 30 | 30 |  |
| Participation in classes, laboratories, workshops, seminars | 30 | 30 | 10 |
| Preparation for classes | 30 | 30 | 10 |
| Preparation of a project, essay, etc. | 30 | 30 | 10 |
| Preparation for examination/credit awarding test | 30 | 30 |  |
| Participation in consultation hours | 1 | 1 |  |
| Other |  |  |  |
| **TOTAL student workload in hours** | 151 | 151 | 30 |
| **Number of ECTS credits for the course** | **6** | | |
| **Number of ECTS credits ascribed to a scientific discipline** | **6 (political and administrative sciences)** | | |
| **Number of ECTS credits relevant to practical professional education** | **6** | | |
| Number of ECTS credits relevant to remote education (tuition involving the use of methods and techniques of remote teaching) | 1,2 | | |
| Number of ECTS credits for classes which require direct participation of lecturers | 1,2 | | |