

## Subject card

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |                                         |                                     |                                                |            |     |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|------------------------------------------------|------------|-----|
| Subject name and code                       | Soft Skills Workshop, PG_00155051                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          |                                         |                                     |                                                |            |     |
| Field of study                              | Warsztaty z zakresu technik miękkich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          |                                         |                                     |                                                |            |     |
| Date of commencement of studies             | October 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          | Academic year of realisation of subject |                                     | 2025/2026                                      |            |     |
| Education level                             | Bachelor's studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          | Subject group                           |                                     | Obligatory subject group in the field of study |            |     |
| Mode of study                               | part-time studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | Mode of delivery                        |                                     | at the university                              |            |     |
| Year of study                               | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | Language of instruction                 |                                     | Polish                                         |            |     |
| Semester of study                           | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | ECTS credits                            |                                     | 1.0                                            |            |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          | Assessment form                         |                                     | credit                                         |            |     |
| Conducting unit                             | Department of Business Informatics -> Faculty of Management -> Rector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |                                         |                                     |                                                |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          | dr Dorota Buchnowska                    |                                     |                                                |            |     |
|                                             | Teachers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          |                                         |                                     |                                                |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                        | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.0                                                      | 20.0                                    | 0.0                                 | 0.0                                            | 0.0        | 20  |
|                                             | E-learning hours included: 0.0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |                                         |                                     |                                                |            |     |
| Learning activity and number of study hours | Learning activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Participation in didactic classes included in study plan |                                         | Participation in consultation hours |                                                | Self-study | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20                                                       |                                         | 10.0                                |                                                | 0.0        | 30  |
| Subject objectives                          | The aim of the course is to develop interpersonal skills and social competencies that are crucial in teamwork and professional relationships. Participants during the workshops will learn effective communication, emotional management, conflict resolution, and group collaboration. The goal is also to increase awareness of one's own reactions in stressful situations and to develop adaptive abilities, which contribute to improved effectiveness in both professional and personal relationships. The workshops aim to prepare participants to handle challenges in the workplace, where soft skills play a key role in building relationships, collaboration, and achieving goals. |                                                          |                                         |                                     |                                                |            |     |

| Learning outcomes               | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Subject outcome                                                                                                                                                                                                           | Method of verification                                                                                |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|                                 | [liIEL3_W02] The student has advanced knowledge of economic structures and institutions, the processes in them, the connections between them and their dynamics; knows the phenomena and processes occurring in their environment.                                                                                                                                                                                                                                                                                                                                                         | The student understands how interpersonal relationships and self-management, as well as managing others, impact communication effectiveness and management within organizations. Knows techniques for coping with stress. | [SW1] wypowiedź ustna/rozmowa/dyskusja<br>[SW2] prezentacja/projekt/referat/raport                    |
|                                 | [liIEL3_K02] The student can communicate with the public on computer science and econometrics topics in and outside the workplace, communicate his knowledge and share his skills through various media.                                                                                                                                                                                                                                                                                                                                                                                   | The student can effectively communicate and present information, adapting the form of the message to the target group, using soft skills.                                                                                 | [SK2] prezentacja/projekt/referat/raport                                                              |
|                                 | [liIEL3_W03] The student has advanced knowledge of man as an entity that creates economic structures and institutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | The student has knowledge of the impact of psychological aspects (e.g., motivation, emotions) on building relationships in teams and organizations.                                                                       | [SW5] realizacja zadania problemowego                                                                 |
|                                 | [liIEL3_K03] The student can work in, co-create and manage a team; adapts his/her behavior and conduct to his/her role in it; is ready to take responsibility for the team and bear the consequences; understands the necessity of regularity and consistency in action; is open to other team members and critical of himself.                                                                                                                                                                                                                                                            | The student can effectively work in a team using soft skills, manage conflict, and support group collaboration. Knows the basics of working with neurodiverse teams and remote teams.                                     | [SK1] wypowiedź ustna/rozmowa/dyskusja<br>[SK8] obserwacja samodzielnej lub zespołowej pracy studenta |
|                                 | [liIEL3_U09] The student can prepare a typical written work, oral speech and multimedia presentation on the functioning and development of the national economy and its elements, the course of simple economic phenomena and processes, obtaining data about them, collecting, processing and analyzing them. and economic processes, obtaining data about them, their collection, processing and analysis using modern mathematical, statistical, econometric and IT techniques, econometric and information technology, as well as their use in modeling, forecasting and optimization. | The student can create multimedia presentations and knows presentation techniques using soft skills, ensuring coherence, clarity of message, and audience engagement.                                                     | [SU1] wypowiedź ustna/rozmowa/dyskusja<br>[SU2] prezentacja/projekt/referat/raport                    |
| Subject contents                | Interpersonal communication, emotional and stress management, conflict resolution, teamwork, time management and work organization, motivation and engagement, public speaking.                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                           |                                                                                                       |
| Prerequisites and co-requisites | Motivation for personal and social skill development, willingness to actively participate, openness to feedback.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                           |                                                                                                       |
| Assessment methods and criteria | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Passing threshold                                                                                                                                                                                                         | Percentage of the final grade                                                                         |
|                                 | Class participation (contribution to discussions)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 51.0%                                                                                                                                                                                                                     | 20.0%                                                                                                 |
|                                 | Individual work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 51.0%                                                                                                                                                                                                                     | 30.0%                                                                                                 |
|                                 | Practical tasks (scenarios, simulations)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 51.0%                                                                                                                                                                                                                     | 20.0%                                                                                                 |
|                                 | Group presentation, assessment of teamwork                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 51.0%                                                                                                                                                                                                                     | 30.0%                                                                                                 |
| Recommended reading             | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Thinking, Fast and Slow Daniel Kahneman                                                                                                                                                                                   |                                                                                                       |
|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Lateral Thinking Edward de Bono                                                                                                                                                                                           |                                                                                                       |

|                                                                |                          |                                                                                                                                                      |
|----------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | Supplementary literature | <p>The Five Dysfunctions of a Team Patrick Lencioni</p> <p>Dare to Lead Brené Brown</p> <p>How to Win Friends and Influence People Dale Carnegie</p> |
|                                                                | eResources addresses     |                                                                                                                                                      |
| Example issues/<br>example questions/<br>tasks being completed |                          |                                                                                                                                                      |
| Work placement                                                 | Not applicable           |                                                                                                                                                      |

Document generated electronically. Does not require a seal or signature.