

Subject card

Subject name and code	Leadership and Communication, PG_00155746						
Field of study	Management						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's studies		Subject group		Optional subject group Subject group related to scientific research 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		8.0		
Learning profile	academic		Assessment form		exam		
Conducting unit	Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Piotr Wróbel				
	Teachers		dr hab. Piotr Wróbel mgr inż. Alan Balla				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	20.0	12.0	0.0	0.0	52
	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	52		49.0		99.0	200
Subject objectives	Providing students with knowledge that will facilitate their assumption and performance of a managerial role at a lower or middle level.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZL3_U07] The student is able to search for information necessary in making rational decisions of an operational and strategic nature in enterprises.	The student is able to search for necessary information in the process of managerial decision-making.	[SU2] presentation/project/paper/report [SU3] text preparation/written work
	[ZARZL3_W05] The student knows the relationships that occur between organizations (including forms of interaction between business entities in the market) and between the organization and the individual, especially the employee and the customer.	The student understands the relationships between the organization and the employee.	[SW2] presentation/project/paper/report
	[ZARZL3_K07] The student is aware of the need to adapt his behavior and conduct to their role in the team.	The student knows team roles and can apply this knowledge in practice.	[SK2] presentation/project/paper/report
	[ZARZL3_K05] The student is ready to correctly evaluate phenomena and clearly justify his position through rational, logical and entrepreneurial use of knowledge - basing his assertions and decisions on the analysis of received information.	The student is capable of making managerial decisions through information analysis and can justify these decisions.	[SK2] presentation/project/paper/report [SK3] text preparation/written work
	[ZARZL3_U10] The student can prepare written works and multimedia presentations on specific issues in the field of management and quality studies, present them and lead discussions.	The student can present their position during discussions and presentations.	[SU2] presentation/project/paper/report [SU3] text preparation/written work
	[ZARZL3_U05] The student can correctly select and apply advanced methods and tools used in management and quality sciences.	The student can correctly select and apply advanced methods and tools used in management and quality sciences when solving managerial problems.	[SU2] presentation/project/paper/report
	[ZARZL3_W07] The student has knowledge of the evolution of views on the role of business in society and the place of man in organizations, his role in social, economic and administrative activities.	The student has knowledge of the evolution of the employee's role in enterprises, from the industrial revolution to the information revolution.	[SW2] presentation/project/paper/report
	[ZARZL3_W12] The student knows and understands the functions of management and the role of managers in their implementation.	The student understands the roles and tasks of managers at various levels within an organization.	[SW3] text preparation/written work
	[ZARZL3_K06] The student is ready to work in, co-create or manage a group. The student is able to think and act in an entrepreneurial manner.	The student knows the principles of teamwork and can apply them in practice.	[SK2] presentation/project/paper/report
Subject contents	1/ Leadership vs. management. Personality and behavioral leadership theories. Transactional and transformational leadership. Servant leadership. Power in organizations, sources of power (authority, influence, coalitions). Analysis of the history and functioning of selected leaders. Development paths of managers and leaders. Building ones own career path. 2/ Principles of personal effectiveness (S. Covey's principles). Time management. Creativity training. 3/ Empowerment goals, managerial actions and practices, effects. Participation in management advantages and disadvantages, scope of application, attitudes of participants. 4/ Communication in organizations direct, written, electronic. Models, tools, rules of use. Barriers to communication. Providing feedback to employees. Conducting business meetings, including remote meetings. Business presentations voice usage and body language, presentation preparation, stress in presentations. 5/ Difficult situations in employee relations. Conflict management. Negotiations models, principles of conduct. 6/ The manager's role in implementing changes in organizations. Change management models. Resistance to change and ways to minimize it. Communication in change management.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Project	51.0%	50.0%
	Essay	51.0%	50.0%

Recommended reading	Basic literature	• R.W. Griffin, Podstawy zarządzania organizacjami, PWN, Warszawa 2022 • K. Blanchard, R. Broadwell, Servant Leadership w praktyce, MT Biznes, Warszawa 2019 • P. Prokopowicz, R. Stocki, G. Żmuda, Pełna partycypacja w zarządzaniu. Tajemnica sukcesu największych eksperymentów menedżerskich świata, Wolter Kluwer, Warszawa 2012 • P. Lencioni, Pięć dysfunkcji pracy zespołowej, MT Biznes, Warszawa 2019 • S. Covey, 7 nawyków skutecznego działania, Wydawnictwo Rebis, Warszawa 2022
	Supplementary literature	• S. Sinek, Liderzy jedzą na końcu, Wydawnictwo Helion, Warszawa 2021 • A. Rzędowska, J. Rzędowski, Mówca doskonali: wystąpienia publiczne w praktyce (Wydanie 2). Gliwice: Wydawnictwo Helion, 2018 • M. Stączek, Prezentacja publiczna: mów komunikatywnie, oryginalnie, przekonująco! (Wyd. 5, popr). Warszawa: EdisonTeam.pl, 2016 • C. Hamilton, Skuteczna komunikacja w biznesie, PWN, Warszawa, 2011 • S.P. Morreale, B.H. Spitzberg, J.K. Barge, Komunikacja między ludźmi, PWN, Warszawa, 2007 • B. Kozyra, Praktyczne zarządzanie zmianą w firmie, czyli nie taki diabeł straszny, MT Biznes, Warszawa 2017 • J. Kotter, H. Rathgeber, P. Mueller, S. Johnson, Gdy góra lodowa topnieje. Wprowadzanie zmian w każdych okolicznościach, Onepress, Warszawa 2021
	eResources addresses	
Example issues/ example questions/ tasks being completed	• Discuss selected leadership theories. • Barriers in verbal and electronic communication and ways to overcome them. • Principles of conflict resolution in organizations. • Sources of resistance to change in organizations and ways to counteract them.	
Work placement	Not applicable	

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