

## Subject card

|                                             |                                                                                                                                                                                                                                                          |                                                          |                                         |                                     |                                                |            |     |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|------------------------------------------------|------------|-----|
| Subject name and code                       | Methods of Building a Team of Employees, PG_00156005                                                                                                                                                                                                     |                                                          |                                         |                                     |                                                |            |     |
| Field of study                              | Management                                                                                                                                                                                                                                               |                                                          |                                         |                                     |                                                |            |     |
| Date of commencement of studies             | October 2024                                                                                                                                                                                                                                             |                                                          | Academic year of realisation of subject |                                     | 2024/2025                                      |            |     |
| Education level                             | Master'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                               | 1                                                                                                                                                                                                                                                        |                                                          | Language of instruction                 |                                     | Polish                                         |            |     |
| Semester of study                           | 2                                                                                                                                                                                                                                                        |                                                          | ECTS credits                            |                                     | 4.0                                            |            |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                 |                                                          | Assessment form                         |                                     | credit                                         |            |     |
| Conducting unit                             | Zakład Zarządzania Zasobami Ludzkimi -> Department of Organisation and Management -> Faculty of Management -> Rector                                                                                                                                     |                                                          |                                         |                                     |                                                |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                       |                                                          | dr Joanna Litwin                        |                                     |                                                |            |     |
|                                             | Teachers                                                                                                                                                                                                                                                 |                                                          | dr inż. Dorota Jendza                   |                                     |                                                |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                              | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                        | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                    | 0.0                                                      | 10.0                                    | 0.0                                 | 0.0                                            | 0.0        | 10  |
|                                             | 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                                                                                                                                                                                                                                    | 10                                                       |                                         | 41.0                                |                                                | 49.0       | 100 |
| Subject objectives                          | The aim of the course is to familiarise students with the issues of appointing and managing an employee team and for students to develop skills in: building effective teams, motivating team members, organising their work and controlling their work. |                                                          |                                         |                                     |                                                |            |     |

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| Learning outcomes                                        | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Subject outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Method of verification                                                                                                                             |
|                                                          | [ZARZMU2_W12] The student has an in-depth knowledge and understanding of the functions of management and the role of managers in their implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Knows the links and relationships between theoretical and practical elements in the field of team management. Applies this knowledge in his/her work as a manager and/or specialist.                                                                                                                                                                                                                                                                                                                                 | [SW1] oral statement/ conversation/discussion<br>[SW2] presentation/project/paper/ report<br>[SW5] implementation of a problem task                |
|                                                          | [ZARZMU2_U04] The student can creatively apply management and quality studies knowledge in professional practice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Is able to find an appropriate strategy for working in a team situation. Is able to communicate with the environment in such a way as to increase the likelihood of good communication.                                                                                                                                                                                                                                                                                                                              | [SU5] implementation of a problem task<br>[SU6] demonstration of practical skills<br>[SU8] observation of student's independent or team work       |
|                                                          | [ZARZMU2_W13] The student has in-depth knowledge of advanced methods and techniques of managerial analysis, supporting the process of economic decision-making, and is familiar with the sources of obtaining data and information in the various fields of social sciences, especially management and quality studies.                                                                                                                                                                                                                                                                                                                                                                                                                                    | Is familiar with task methodology, norms, procedures and good practices used in organising teamwork. Has detailed knowledge of the role of all actors involved in the process.                                                                                                                                                                                                                                                                                                                                       | [SW1] oral statement/ conversation/discussion<br>[SW5] implementation of a problem task                                                            |
|                                                          | [ZARZMU2_K07] The student is aware of the need to adapt his behavior and conduct to his role in the team. Is prepared to perform a professional role responsibly under changing social needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Is open to the different roles he or she and others play in the team. Is able to appreciate the importance of others through the values brought by the roles they perform. In situations of conflict, seeks to reach an agreement based on the principles of good cooperation.                                                                                                                                                                                                                                       | [SK5] implementation of a problem task<br>[SK6] demonstration of practical skills                                                                  |
|                                                          | [ZARZMU2_K06] The student is ready to work in, contribute to or manage groups. Takes the initiative when working in a group. The student can lead and supervise a team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Is able to cooperate in a group, to lead it and to choose such ways and methods of action which will allow to carry out the tasks assigned to him/her effectively and efficiently.                                                                                                                                                                                                                                                                                                                                   | [SK1] oral statement/conversation/ discussion<br>[SK5] implementation of a problem task<br>[SK8] observation of student's independent or team work |
| Subject contents                                         | <ol style="list-style-type: none"><li>1. The essence of work teams, the difference between a group with a team, advantages and disadvantages of teamwork, characteristics of an effective and ineffective team.</li><li>2. Team roles - characteristics of roles, selection of team members</li><li>3. Role of the team leader, team leadership styles - identification, skills, tasks and role of the facilitator (group management).</li><li>4. Barriers to teamwork, mistakes in managing work teams.</li><li>5. Effective communication in a team - verbal and non-verbal communication (exerting influence, delegating tasks).</li><li>6. Motivating employees in a team, cooperation and rivalry in a team - dangers of working in a team.</li></ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |
| Prerequisites and co-requisites                          | Knowledge of the basics of management and the basic functions of human resource management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |
| Assessment methods and criteria                          | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Passing threshold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Percentage of the final grade                                                                                                                      |
|                                                          | Package of assignments completed in student groups during the course (content quality, compliance with state of the art, timeliness)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 51.0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 100.0%                                                                                                                                             |
| Recommended reading                                      | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ol style="list-style-type: none"><li>1. Żeromski M., Budowanie zespołu, Helion, Warszawa 2020.</li><li>2. Rutka R., Wróbel P., Organizacja zachowań zespołowych, PWE, 2012.</li><li>3. Lencioni P, Pięć dysfunkcji pracy zespołowej, MT Biznes, Warszawa 2019.</li><li>4. Belbin R.M., Twoja rola w zespole. Gdańskie Wydawnictwo Psychologiczne, Gdańsk, 2003.</li><li>5. Katzenbach J., Douglas K., Siła Zespołów. Wpływ pracy zespołowej na efektywność organizacji, Oficyna Ekonomiczna, Kraków 2001.</li></ol> |                                                                                                                                                    |
|                                                          | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ol style="list-style-type: none"><li>1. Brown R., Procesy grupowe., Dynamika wewnątrzgrupowa i międzygrupowa, Gdańskie Wydawnictwo Psychologiczne, Gdańsk 2006.</li><li>2. Mackin D., Budowanie zespołu. Zestaw narzędzi, , Wydawnictwo Rebis, Poznań 2011.</li><li>3. Aronson E. , Człowiek istota społeczna, PWN, Warszawa 2000.</li></ol>                                                                                                                                                                        |                                                                                                                                                    |
|                                                          | eResources addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |
| Example issues/ example questions/ tasks being completed | <ol style="list-style-type: none"><li>1. Participation in a role-play according to a designated scenario: employee-supervisor.</li><li>2. Preparation of a team barrier survey worksheet.</li><li>3. Identification of team roles (test, case study).</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |
| Work placement                                           | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                    |

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