**SYLLABUS TO THE SUBJECT/SYLABUS DO PRZEDMIOTU**

|  |  |
| --- | --- |
| Item Name/ Nazwa przedmiotu | **Employee relations shaping** |
| Direction/Kierunek | **Management** |
| Form of study/Forma Studiów | **Stationary** |
| Level of education/Poziom Kształcenia | **Second degree** |
| Year/Rok | **2** |
| Semester/Semestr | **3** |
| Guide unit/Jednostka prowadząca | **Department of Applied Sociology and Human Resource Management** |
| Drafter/Osoba sporzadzająca | **Agnieszka Kwiatek** |
| Profile/Profil | **General academic** |
| Number of ECTS credits/Liczba punktów ECTS | **2** |

**TYPE OF CLASSES – NUMBER OF HOURS PER SEMESTER/RODZAJ ZAJĘĆ-LICZBA GODZIN W SEMESTRZE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lecture/Wykład | Exercise/Ćwiczenia | Laboratory/Laboratorium | Project/Projekt | Seminar/Seminarium |
| **15** | **15** |  |  |  |

**COURSE DESCRIPTION/OPIS PRZEDMIOTU**

**PURPOSE OF THE COURSE/CEL PRZEDMIOTU**

**C1.** Developing the ability to understand the essence and correctness of employee relations in the organization, their determinants and impact on the functioning of the organization and management.

**C2.** Developing the ability to solve selected problems related to relationships, interactions and the need to cooperate with people within the organizational framework.

**PREREQUISITES FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCIES/WYMAGANIA WSTĘPNE W ZAKRESIE WIEDZY,UMIEJĘTNOŚCI I INNYCH KOMPETENCJI**

**1.** The student has knowledge of the basics of sociology and psychology of organizations.

**2.** The student has a general knowledge of management processes in organizations.

**LEARNING OUTCOMES/EFEKTY UCZENIA SIĘ**

**EU 1 –** The student knows the essence and conditions of employee relations in the organization.

**EU 2 -** The student identifies the causes of disorders of employee relations.

**EU 3 -** The student diagnoses the use of relational capital in the organization.

**EU 4** – The student describes networks of relationships based on social communication in the organization.

**CURRICULUM CONTENT /TREŚCI PROGRAMOWE**

|  |  |
| --- | --- |
| **Form of classes/Forma zajęć –LECTURE/ WYKŁAD** | **Number of hours/Ilość godzin** |
| W 1 – The essence and external and internal determinants of relations in the organization. Introductory information on the subject of the subject. | **1** |
| W 2, W3 – Authority and leadership in the organization. The role of the manager in shaping employee relations. | **2** |
| W4 – Relational capital in the organization. Building relational capital. | **1** |
| W 5 , W6 – Building a network of relationships based on social communication in the organization. Barriers to communication. | **2** |
| Num 7 – Diversity in the organization. Diversity management in the organization. | **1** |
| W 8, W9 – Building relationships based on organizational culture. Intercultural communication in international organizations. | **2** |
| Num 10 – Talent management. Tools for the development and support of employee innovation. | **1** |
| W 11, W 12 – Planning and modern methods of employee development. Creating employee career paths based on relational capital. Coaching and mentoring in the organization. | **2** |
| W 13 – Clusters as an example of building inter-organizational relationships | **1** |
| W14- Dysfunctions of relationships in the organization. | **1** |
| W15 – Recapitulation of the topics of lectures. Test. | **1** |
| **Form of classes/Forma zajęć –EXERCISE/ ĆWICZENIA** | **Number of hours/Ilość godzin** |
| C 1- Introductory classes – discussion of the subject of the exercises. Discussion on the determinants of employee relations. | **1** |
| C 2, C3 - The role of the manager in shaping employee relations. Analysis on selected examples: type of leadership and the shape of relationships - work in teams. | **2** |
| C 4- Factors influencing the building of relational capital. | **1** |
| C 5, C6 – Discussion on building relationships in communication processes in the organization. Workshop classes – presentation of dialogue situations – presentations by students. | **2** |
| C 7 – Analysis of the diversity management process in Polish and global organizations. Discussion on the problems of discrimination. | **1** |
| C 8, C9 – Analysis of different types of organizational culture based on selected examples. National culture and organizational culture – a discussion on G. Howstede's research.  Intercultural communication, conditions for efficient communication and dysfunctions – group work | **2** |
| C 10 Talent management on the example of various organizations. Modern methods of supporting and assessing the potential of employees. | **1** |
| C 11, C12 Modern methods of employee development – discussion on examples. Contemporary coaching and mentoring. Creating a competency model - workshop  Analysis of career paths on the example of various organizations and companies. Creating projects of their own career paths by students. | **2** |
| C 13 – Analysis of social capital on the examples of selected clusters – elaboration and team presentation | **1** |
| C14 – Dysfunctions and their causes in the employee-employee, employee-employer relationship. Presentation of examples of relationship dysfunctions in organizations – working in teams. | **1** |
| C15 - Course summary. Written test | **1** |

**DIDACTIC TOOLS/NARZĘDZIA DYDAKTYCZNE**

1. Audiovisual equipment
2. Blackboard, chalk, markers
3. The e-learning platform

**METHODS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)/SPOSOBY OCENY (F-FORMUJACA,P-PODSUMOWUJACA)**

F1. Participation in the discussion (activity during classes)

F2. Preparation of a presentation, report or paper

P1. Test

P2 Test

**STUDENT WORKLOAD/OBCIĄŻENIE PRACĄ STUDENTA**

|  |  |  |
| --- | --- | --- |
| **Form of activity/Forma aktywności** | **Average hours to complete an activity/Średnia liczba godzin na zrealizowanie aktywności** | |
| **[h]** | **ECTS** |
| Contact hours with the teacher (lecture, exercise)/Godziny kontaktowe kontaktowe z nauczycielem (wykłady, ćwiczenia) | 30 | 1,2 |
| Preparing for the exercise/Przygotowanie do ćwiczeń | 8 | 0,32 |
| Reading the indicated literature/Zapoznanie się ze wskazaną literaturą | 8 | 0,32 |
| Consultations**/**Konsultacje | 4 | 0,16 |
| **TOTAL NUMBER OF ECTS POINTS FOR ITEM/SUMARYCZNA LICZBA PUNKTÓW ECTS**  **DLA PRZEDMIOTU** | **50** | **2** |

**PRIMARY AND SUPPLEMENTARY LITERATURE/LITERATURA PODSTAWOWA I UZUPEŁNIAJĄCA**

**Basic literaturę/LITERATURA PODSTAWOWA**

1. Cameron K. S., Quinn E. R. (2006), Organizational culture - diagnosis and change. Model of competing values, Oficyna Wydawnicza, Kraków.

2. G. Hofstede, G. Hofstede, (200) Cultures and Organizations. Programming the Mind, PWE, Warsaw.

3. Białas S.(2015), Human Resource Management in the International Environment, PWN Publishing House, Warsaw.

4. Sołtys A., Krajewska-Nieckarz M., eds. (2017) Towards diversity. From Concept to Current Management Problems, Entrepreneurship and Management, Łódź-Warsaw

5. Hofstede G. (1980) Culture's Consequences: International Differences in Work-Related Values, Sage, Beverly Hills

6. Bazan-Bulanda A., Kwiatek A., Robak E. (2015.), Participation of employees in the management of modern economic organizations, Publishing House of the Faculty of Management of the Częstochowa University of Technology, Częstochowa

7. Bazan-Bulanda A., Kwiatek A., Skiba M.(2018), Man in organization. New trends in human resources management, WZ PCZ Publishing House, Częstochowa

8. Bazan-Bulanda A., Kwiatek A., Skiba M.(2020,2021,2022), Social, psychological and legal determinants of modern organization management. Selected issues. Textbook. Ed. PCZ, Częstochowa, Cz 1,2,3.

9. Juchnowicz M.(2007) Flexible management of human capital in an organization, Difin, Warsaw.

10. Robak E. (2015), Pathologies and dysfunctions in the work environment, WZ PCZ Publishing House, Częstochowa

**Supplementary Literature/LITERATURA UZUPEŁNIAJĄCA:**

1. Karczewska, A.(2016) Diversity management in the context of CSR - diversity due to gender, in: Challenges resulting from the determinants of the HR policy of enterprises (eds.) E. Robak, S. Skolik, Wyd. WZ Pcz, Częstochowa.
2. Kwiatek A, Social Responsibility and Diversity in Organizations, in: Economic Studies. Scientific Papers of the University of Economics in Katowice 2014/ No. 180, pp.152-162.
3. Kwiatek A. (2014) Human Resource Management in the Context of Diversity in the Organization, in: Selected Problems of Human Resource Management in Contemporary Organizations (eds.) A. Bazan-Bulanda, E. Robak, Wyd. WzPCz, Częstochowa.
4. Kwiatek A.(2009) Organizational culture, (in) Behavior of people in the organization. Selected issues. Ed. nauk. Felicjan Bylok, Elżbieta Robak, Wyd. WzPCz, Częstochowa.

**INSTRUCTOR OF THE COURSE (NAME, SURNAME, E-MAIL ADDRESS)/PROWADZĄCY ZAJĘCIA (IMIĘ, NAZWISKO, ADRES E-MAIL)**

1. Agnieszka Kwiatek [agnieszka.kwiatek@pcz.pl](mailto:agnieszka.kwiatek@pcz.pl)

2. Agata Przewoźna-Krzemińska [agata.p.krzemińska@pcz.pl](mailto:agata.p.krzemińska@pcz.pl)

3. Aleksandra Czarnecka [aleksandra.czarnecka@pcz.pl](mailto:aleksandra.czarnecka@pcz.pl)

3. Anna Karczewska [anna.karczewska@pcz.pl](mailto:anna.karczewska@pcz.pl)

4. Katarzyna Kukowska [katarzyna.kukowska@pcz.pl](mailto:katarzyna.kukowska@pcz.pl)

5. Katarzyna Zadros [katarzyna.zadros@pcz.pl](mailto:katarzyna.zadros@pcz.pl)

6. Maja Skiba [maja.skiba@pcz.pl](mailto:maja.skiba@pcz.pl)

**MATRIX OF THE IMPLEMENTATION OF LEARNING OUTCOMES/MCIERZ REALIZACJI EFEKTÓW UCZENIA SIĘ**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Outcome/Efekt uczenia się** | **Reference an effect to program-wide defined effects/ Odniesienie danego efektu do efektów zdefiniowanych dla całego programu** | **Course objectives/Cele przedmiotu** | **Curriculum content/Treści programowe** | **Teaching tools/Narzędzia dydaktyczne** | **Method of evaluation/Sposób oceny** |
| EU 1 | K\_W01, K\_U10, K\_K01 | C1, C2 | W1-W4 | 1,2,3 | F1, F2, P1,P2 |
| EU 2 | K\_W01, K\_U10, K\_K01 | C1, C2 | W2-W10, W14, C2- C14 | 1,2,3 | F1, F2, P1,P2 |
| EU 3 | K\_W01, K\_U03, K\_K01 | C1, C2 | W2-W15  C6-C9 | 1,2,3 | F1, F2, P1,P2 |
| EU 4 | K\_W08, K\_U10, K\_K01 | C1, C2 | W5-W9  C5-C9 | 1,2,3 | F1, F2, P1,P2 |

**FORMS OF ASSESSMENT – DETAILS/FORMY OCENY - SZCZEGÓŁY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Per grade 2/**  **Na ocenę 2** | **Per grade 3/**  **Na ocenę 3** | **Per grade 4/**  **Na ocenę 4** | **Per grade 5/**  **Na ocenę 5** |
| **Effect 1/ Efekt 1** | The student does not know the essence and conditions of employee relations in the organization. | The student knows the essence and determinants of employee relations in the organization at a basic level. | The student knows the essence and conditions of employee relations in the organization to a good degree. | The student knows the essence and conditions of employee relations in the organization to a very good degree. |
| **Effect 2/**  **Efekt 2** | The student does not identify the causes of disorders of employee relations. | The student identifies the causes of disorders of employee relations at a basic level. | The student identifies the causes of employee relationship disorders to a good degree. | The student identifies the causes of employee relationship disorders to a very good degree. |
| **Effect 3/**  **Efekt 3** | The student does not diagnose the use of relational capital in the organization. | The student diagnoses the use of relational capital in an organization at a basic level. | The student diagnoses the use of relational capital in an organization to a good degree. | The student diagnoses the use of relational capital in an organization to a very good degree. |
| **Effect 4/**  **Efekt 4** | The student does not describe a network of relationships based on social communication in an organization. | The student describes networks of relationships based on social communication in an organization at a basic level. | The student describes networks of relationships based on social communication in an organization to a good degree. | The student describes networks of relationships based on social communication in the organization to a very good degree. |

\*A 3.5 half grade is awarded in the case of full credit for the learning outcomes with a 3.0 grade, but the student has not fully absorbed the learning for a 4.0 grade. A half-grade of 4.5 is awarded in the case of full credit for the learning outcomes with a 4.0 grade, but the student has not fully assimilated the learning outcomes for a grade of 5.0./ \*Ocena połówkowa 3.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 3.0, ale student nie przyswoił w pełni uczenia się na ocenę 4.0. Ocena połówkowa 4.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 4.0, ale student nie przyswoił w pełni efektów uczenia się na ocenę 5.0.

**OTHER USEFUL INFORMAION ABOUT THE ITEM/INNE PRZYDATNE INFORMACJE O PRZEDMIOCIE**

Information where you can read presentations for classes, etc. - Information is provided during the first class and sent electronically to the addresses of individual dean’s groups./ Informacje, gdzie można zapoznać się z prezentacjami na zajęcia itp. - Informacje udzielane są podczas pierwszych zajęć i przesyłane drogą elektroniczną na adresy poszczególnych grup dziekańskich

Information on the place of classes - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o miejscu zajęć – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS.

Information on the date of classes (day of the week/time) - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o terminie zajęć (dzień tygodnia/godzina) – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS

Information about consultations (hours + place) - Information is given during the first classes, it is also available on the website of the Faculty of Management./ Informacje na temat  godzin i miejsca konsultacji znajdują się na stronie internetowej Wydziału Zarządzania oraz podawane są na pierwszych zajęciach ze studentami.