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

|  |  |
| --- | --- |
| Item Name  Nazwa przedmiotu | **Training needs analysis** |
| Direction/ Kierunek | **Management** |
| Form of study/ Forma studiów | **Stationary** |
| Level of education/ Poziom kształcenia | **Second degree** |
| Year/ Rok | **2** |
| Semester/ Semestr | **IV** |
| Guide unit/ Jednostka prowadząca | **Department of Applied Sociology and Human Resource Management** |
| Drafter/ Osoba sprządzająca | **Katarzyna Zadros, PhD** |
| Profile / Profil | **General academic** |
| Number of ECTS credits/ Liczba punktów ECTS | **2** |

**TYPE OF CLASSES – NUMBER OF HOURS PER SEMESTER/ RODZAJ ZAJĘC – 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.** Familiarizing students with the planning, organization, implementation, and verification of processes related to training needs analysis as an element of the HR process.

**C2.** Introducing students to the methods and tools used in employee training, as well as the conditions and limitations of their application.

**PREREQUISITES IN TERMS OF KNOWLEDGE, SKILLS, AND OTHER COMPETENCIES/ WYMAGANIA WSTEPNE W ZAKRESIE WIEDZY, UMIEJĘTNOŚCI I INNYCH KOMPETENCJI**

1. General knowledge of human resource management

2. Knowledge of the course and practical application of the HR process.

**LEARNING OUTCOMES/EFEKTY UCZENIA SIĘ**

**EU 1** – The student identifies and defines the basic concepts related to training needs analysis.

**EU 2** – The student identifies and describes the basic stages of the process of identifying and analyzing training needs in an organization.

**EU 3 –** The student identifies and defines internal and external environmental factors shaping employees' training needs.

**EU 4 –** The student lists, classifies, and describes internal and external training methods used for staff development and improvement.

**CURRICULUM CONTENT / TREŚCI PROGRAMOWE**

|  |  |
| --- | --- |
| **Form of classes/Forma zajęć –LECTURE/ WYKŁADY** | **Number of hours/Ilość godzin** |
| **W 1** Identification of Training Needs | 1 |
| **W 2** External environmental factors shaping training needs | 1 |
| **W 3** Internal environmental factors shaping training needs | 1 |
| **W 4** Sources of Training Needs | 1 |
| **W 5** Planning the Identification and Analysis of Training Needs | 1 |
| **W 6** Assessment of Training Needs Based on the Current Evaluation of Human Resources in the Organization | 1 |
| **W 7** Entities Involved in the Identification and Analysis of Training Needs | 1 |
| **W 8** Areas of Identification and Analysis of Training Needs | 1 |
| **W 9** Levels of Effectiveness Assessed in Training Needs Analysis | 1 |
| **W 10** Analysis of Professional Competencies in Training Needs Assessment | 1 |
| **W 11** Analiza pracy w ocenie potrzeb szkoleniowych | 1 |
| **W 12** Defining Training Needs | 1 |
| **W 13** Motivation to work as a factor in training needs assessment | 1 |
| **W 14** The Role of Employees in the Identification and Analysis of Training Needs | 1 |
| **W 15** Final Exam from Lectures | 1 |
| **Form of classes/Forma zajęć – EXERCISES/ ĆWICZENIA** | **Number of hours/Ilość godzin** |
| **CW 1** Introductory session – organization of exercises, conditions for participation, and completion requirements | 1 |
| **CW 2** Discussion of basic concepts related to training needs analysis | 1 |
| **CW 3** Training Goals – Competency Ladder | 1 |
| **CW 4** The Role and Responsibilities of Managers in the Identification and Analysis of Training Needs | 1 |
| **CW 5** Employee Participation in the Process of Identifying and Analyzing Training Needs | 1 |
| **CW 6** Types of Training Methods in the Workplace: Individual Training, Coaching, Mentoring | 1 |
| **CW 7** Project Management as a Form of Internal Training | 1 |
| **CW 8** External Training Methods: Courses and Trainings, Workshops, Conferences, Seminars | 1 |
| **CW 9** Group Training Methods: Trainer Lectures, Discussion Groups, Task Groups, Brainstorming, Discussions | 1 |
| **CW 10** Group Training Methods: Demonstrations, Work Samples, Role-Playing, Exercises | 1 |
| **CW 11** Training Methods Using New Technologies and Artificial Intelligence | 1 |
| **CW 12** Engaging Employees in the Implementation of Training Processes | 1 |
| **CW 13** Barriers During the Training Process | 1 |
| **CW 14** Evaluation of Training and Development Programs | 1 |
| **CW 15** Final Quiz – Short Test | 1 |

**DIDACTIC TOOLS/NARZEDZIA DYDAKTYCZNE**

1. Textbooks and Scientific Articles
2. Audiovisual equipment
3. Chalkboard, chalk, A4 paper, pens, crayons and colour markers
4. Computers with Internet access

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

F1. Completion of a project

F2. Participation in a discussion

P1. Written exam

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) | 15  15 | 0,5  0,5 |
| Preparing for the laboratory/Przygotowanie do laboratoriów | 7 | 0,4 |
| Preparing to the exam/ Przygotowanie do egzaminu | 5 | 0,2 |
| Reading the indicated literature/Zapoznanie się ze wskazaną literaturą | 5 | 0,2 |
| Consultations**/**Konsultacje | 1 | 0,1 |
| Attendance at exam/Obecność na egzaminie | 2 | 0,1 |
| **TOTAL NUMBER OF ECTS POINTS FOR ITEM/SUMARYCZNA LICZBA PUNKTÓW ECTS**  **DLA PRZEDMIOTU** | **50** | **2** |

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

**Basic Literature/Literatura podstawowa:**

1. K. Ludwikowska: The effectiveness of training needs assessment and its relationship with employee performance. Organization and Management No. 77/2018.

2. M. Znajmiecka-Sikora: The role and importance of training needs diagnosis in the context of safety and health training. Scientific Journals of Lodz University of Technology Organization and Management No. 69/2017.

3. Training Needs Analysis Based on the Survey "Employer, What Training Do Your Employees Need?" Bydgoszcz University of Technology, "Employers of Pomerania and Kuyavia" Employers' Association. Bydgoszcz 2023.

4. K. Czaińska: Diagnosing Training Needs in the Area of E-Business Individual Competencies. [In:] K. Czaińska (ed.). The Digital and Post-Digital Economy and the Enterprise. SGH Publishing House. Warsaw 2021.

5. K. Zioło-Pużuk: Research and Analysis of Training Needs in Foreign Language Teaching for Adults. Literature Review, Examples, Procedures, Studies. Adult Education, 1(86)/2022.

6. S. Kaczmarczyk-Kuruc The Training Process in Human Capital Development on the Example of Polish Organizations. Social inequalities and economic growth, 54(2)/2018.

**Supplementary Literature/Literatura uzupełniająca:**

1. J. Przewoźnik, J. Górczyńska: Research Report: Training and Educational Needs According to Employers and Employees in the Retail Sector and the Possibility of Their Implementation within the Project "Social Issues Under the Microscope”. Federation of Trade Unions of Cooperative, Production, Trade and Service Workers in Poland. Warsaw 2021.

2. K. Zadros, A. Yadav: Study of Learners' Educational Preferences as a Factor in Shaping the University's Image. Scientific Papers of the Silesian University of Technology. Organization and Management Series No. 180/2023.

3. M. Skiba, A. Kwiatek: The Importance and Essence of Competencies in Human Resource Management. [In:] A. Bazan-Bulanda, F. Bylok, A. Kwiatek: Man in the organization - new trends in human resource management. Częstochowa University of Technology. Częstochowa 2019.

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

Katarzyna Zadros, PhD (katarzyna.zadros@pcz.pl)

Agnieszka Kwiatek, PhD (agnieszka.kwiatek@pcz.pl)

**MATRIX OF THE IMPLEMENTATION OF LEARNING OUTCOMES/ MACIERZ REALZIACJI 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\_W04; K\_U01; K\_U07; K\_K01; | C1, C2 | W 1,2; CW: 1,2,3 | 1,2 | F2, P1, P2 |
| **EU 2** | K\_W08; K\_U01; K\_K01; K\_K03 | C1, C2 | W: 5,6,11,12; CW: 4,5,11,12 | 1,3 | F1, P1, P2 |
| **EU 3** | K\_W01; K\_W09; K\_U01; K\_U03; K\_K01; | C1, C2 | W: 2,3,7,8; CW: 13.14 | 2,3 | F1, P1, P2 |
| **EU 4** | K\_W10; K\_U01; K\_U03; K\_U09; K\_K05; | C1, O2 | W: 1,9,10,13,14; CW: 6,7,8,9,10 | 2,3,4 | 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 identify or define the basic concepts related to training needs analysis | The student identifies the basic concepts related to training needs analysis | The student identifies and defines the basic concepts related to training needs analysis | The student identifies and defines the basic concepts related to training needs analysis and points out their practical implications |
| **Effect 2/**  **Efekt 2** | The student does not identify or describe the basic stages of the process of identifying and analyzing training needs in the organization | The student identifies the basic stages of the process of identifying and analyzing training needs in the organization | The student identifies and describes the basic stages of the process of identifying and analyzing training needs in the organization | The student identifies and describes the basic stages of the process of identifying and analyzing training needs in the organization and points out their practical applications |
| **Effect 3/**  **Efekt 3** | The student does not identify or define the internal and external environmental factors shaping employees' training needs | The student identifies the internal and external environmental factors shaping employees' training needs | The student identifies and defines the internal and external environmental factors shaping employees' training needs | The student identifies, defines, and prioritizes the internal and external environmental factors shaping employees' training needs. |
| **Effect 4/**  **Efekt 4** | The student does not calculate, classify, or describe the internal and external training methods that organizations can use for staff improvement and development | The student lists the internal and external training methods that organizations can use for improvement | The student lists, classifies, and describes in basic terms the internal and external training methods that organizations can use for improvement | The student lists, classifies, and describes in detail the internal and external training methods that organizations can use for improvement, and identifies the conditions for their applicability |

\*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 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.