

ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020
of 13 July 2020 *on the model card*
subject at the Higher School of Management
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
ITEM NAME										
MANAGER ON THE LABOR MARKET										
Name of the organizational unit leading the course:	Faculty of Management and Technical Sciences									
Name of the field of study, level of education:	Management, level 1									
Learning profile:	general academic									
Name of the specialty:	-									
Type of learning module:	To choose from									
Year/Semester:	Year 1 semester 1									
Person coordinating the subject:	Marzena Kacprzak, PhD									
Prerequisites (resulting from the succession of items):	Management basics									
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies			50							50
Part-time studies			15							15
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes			Didactic methods							
Seminar			Work with literature, activating exercises, problem studies, case studies, multimedia presentations							
Practiced										
IV. OBJECTIVE LEARNING OUTCOMES IN RELATION TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question							Directional effect reference		
Knowledge:										
1.	To a greater extent, the tendencies and trends in the labour market							ZO1_W01 P6S_WG		
2.	Zna i understands the essence and importance of organizations and institutions supporting young people and employees in the labor market							ZO1_W03 P6S_WK		
3.	Zna i understands the essence of planning a managerial career for personal development							ZO1_W15 P6S_WK		
Abilities:										
1.	Pis able to analyze and interpret trends and trends in the labor market and the processes taking place							ZO1_U04 P6S_UW		

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2.	Pis able to be guided by the principles of professional ethics Of a manager as part of the management function	ZO1_U02 P6S_UK
Social competences:		
1.	Jis ready to fulfill social obligations, co-organize activities for the benefit of the social environment, including combating unemployment	ZO1_K03 P6S_KO
2.	He is ready to critically assess his knowledge in the area of contemporary problems and challenges on the labor market	ZO1_K01 P6S_KK
3.	It is ready to inform and disseminate models of good conduct on the labour market	ZO1_K08 P6S_KR, P6S_KO
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Seminar	Reference to the learning outcomes in question
1.	Trends and trends in the labor market - unemployment, withdrawal of young people from the labor market.	ZO1_W01 ZO1_W03 ZO1_W15 ZO1_U04 ZO1_U02 ZO1_K03 ZO1_K01 ZO1_K08
2.	The situation of young people on the Polish labour market, trends in the industry, new professions, expectations of employers.	
3.	Employers' interest in hiring specialists and managers.	
4.	Organizations and institutions supporting young people and employees in the labor market.	
5.	Effective career planning. Managerial activity.	
6.	Motivation to change jobs. Desirable benefits.	
7.	Specialists and managers on social media.	
8.	Information resources in the labor market and their skillful use by managers.	
9.	Mobile manager – applications – opportunities or threat to work and team support	
10.	Challenges for the manager – Millennials on the labor market.	
11.	Competences of managers in the labor market and their skilful use.	
12.	The specificity of the manager's work in Poland. New trends in the labor market – work in the home office system.	
13.	Benefits and their role in the manager's work process.	
14.	Time management – how to properly plan and implement tasks.	
15.	Professional development of the manager. It's time for the important things.	
16.	Maintaining common sense in the use of managerial tools.	
17.	Manager values. Protecting yourself and your team from manipulation. Work ethic.	
18.	Team building – principles of good cooperation on the labor market. Monitoring the development of the team.	
19.	Counteracting mobbing and discrimination. Dban on equal treatment of employees.	
20.	The image of the manager in the market.	
Lp.	Exercises/workshops:	Reference to the learning outcomes in question

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VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES				
Learning outcomes	Verification method			Form of classes in which EUS is verified (Learning outcome)
Knowledge:				
ZO1_W01 ZO1_W03 ZO1_W15	Lecture, discussion, case studies, project, brainstorming			Seminar
Abilities:				
ZO1_U04 ZO1_U02	Lecture, discussion, case studies, project, brainstorming			Seminar
Social competences:				
ZO1_K03 ZO1_K01 ZO1_K08	Lecture, discussion, case studies, project, brainstorming			Seminar
VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes defined for the module in knowledge, skills and competencea nd	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on a grade of 3 and The student gets from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect per grade 4, and The student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS		Student load		
		Studies Stationary	Part-time studies	
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II		40	15	
Exam/Passing		1	1	
Participation in the consultation		1	1	
Project / Essay		10	10	

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Independent preparation for didactic classes	28	43
Preparing to pass a teaching class	20	30
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	4 ECTS credits/ 100 h	4 ECTS credits/ 100 h
Student load in classes in direct contact with the teacher	50	15
Student load in practical classes		
Student load in practical vocational preparation classes		
Student load in research preparation classes	50	85
IX. LITERATURE AND OTHER DIDACTIC MATERIALS		
<p>Basic literature:</p> <ul style="list-style-type: none"> – Kacperska E., Kacprzak M., Kmiec D., Król A., Łukasiewicz K., International migrations in Europe. Trendy, problem, challenges, Wyd. SGGW, Warsaw 2019. – Work model and efficiency and employee satisfaction. Report, Antal 2021. – Agata Opolska, Personality, social competence and emotional intelligence of managers. Determinants of the Driving Style (ed. II), CeDeWu 2022 		
<p>Supplementary literature:</p> <ul style="list-style-type: none"> – Srokowski Ł., Changing thinking about the company. Management of organizational culture in Poland, Poltext, Warsaw 2011. – Activity of managers and specialists on the labour market, Report, Antal 2019. – P. Górski, E. Ryłko, Preparing managers for the problems of the employee market. Management education programs in the face of problems of work-life diversity Economic Papers of the Wrocław University of Economics, No. 512, Wrocław 2018. – Manager of new times: the best management methods and tools / Bolesław Rafał Kuc, Marcin Żemigala, ed. Barbara Gancarz. - Gliwice : Helion Publishing House, 2010. – Lewicka D., Human capital management in Polish enterprises, PWN Professional Publishers, Warsaw 2010. – Sikorski Cz., Roads to success. Professionalism versus Populist Organizational Culture, Difin, Warsaw 2007. – Sajkiewicz A. (ed.), Competences of managers in a learning organization, Wyd. Difin, Warsaw 2008. 		
<p>Other teaching materials:</p> <p>–</p>		