

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 Employee training										
Name of the organizational unit leading the course:				Faculty of Management and Technical Sciences						
Name of the field of study, level of education:				Management, first cycle						
Learning profile:				general academic						
Name of the specialty:				Human Resources Management						
Type of learning module:				specialty						
Year/Semester:				Year 3, semester 6						
Person coordinating the subject:				Agnieszka Król, PhD						
Prerequisites (resulting from the succession of items):				Knowledge, skills and competences acquired as a result of teaching existing related subjects at first-cycle studies in the field of management						
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	20	30								50
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes				Didactic methods						
Lecture				Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners						
Exercise				Problem tasks, teamwork, case studies						
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question								Directional effect reference	
Knowledge:										
1	He has in-depth knowledge of the essence and importance of training as a tool for creating human capital of an organization, about the identification and analysis of training needs								P6S_WG ZO1_W09	

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2	Has in-depth knowledge about the implementation of the training process, about the assessment of its course and the effects of training	P6S_WG Z01_W07
3	Has in-depth knowledge of the methods and types of training, their role and importance for the smooth functioning of the company and the implementation of management functions	P6S_WG Z01_W01
Abilities:		
1	Is able to correctly apply HR tools in practice, including training management instruments in various types of organizations	P6S_UU Z01_U13
2	Can analyze changes taking place in the organization and its environment and reflect the related needs of the organization and employees in the training process	P6S_UW Z01_U05
3	Can analyze the use of modern information and communication techniques in training, also to identify errors and threats in the training process	P6S_UW P6S_UK Z01_U06
4	Can identify and identify training needs and innovate training	P6S_UW P6S_UO Z01_U07
5	Is able to correctly formulate assessments of proposed solutions in the area of the company's training policy and participate in decision-making processes related to it	P6S_UW P6S_UK P6S_UO Z01_U10
Social competences:		
1	He is ready for entrepreneurial management of the training process	P6S_KO Z01_K07
2	Is ready to make effective decision-making in maintaining their own and the organization's development and effective use of interpersonal skills	P6S_KR Z01_K05
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Lecture	Reference to the learning outcomes in question
1.	Employee training – introductory issues	Z01_W01 Z01_W07
2.	Determinants of effective learning.	Z01_U05 Z01_U06
3.	Learning styles	Z01_U07 Z01_U10
4.	Training management.	Z01_U13 Z01_W09
5.	Identification of training needs	Z01_K05 Z01_K07
6.	Evaluation of the training process. Kirkpatrick model	
7.	Classification of training methods.	

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8.	Coaching, mentoring, sponsorship	
9.	Coaching methods – SCORE, GROW and GROWTH model, EQ	
10.	Traditional vs. online training	
11.	Manager as a trainer	
12.	Training effectiveness	
13.	Training institutions	
14.	Training market in Poland	
15.	Good practices in the area of training implementation – case study	
Lp.	Exercise	Reference to the learning outcomes in question
1	Identification of learning styles	ZO1_W01 ZO1_W07 ZO1_U05
2	Diagnosis of competences and competence gaps of employees	ZO1_U06 ZO1_U07 ZO1_U10
3	Identification and analysis of training needs	ZO1_U13 ZO1_W09 ZO1_K05
4	Formulation of training objectives	ZO1_K07
5	Planning the training process	
6	Schedule and budget	
7	Obtaining sources of financing for training	
8	Implementation of the training process	
9	Evaluation of the training	
10	Evaluation of training effectiveness	
11	Coaching methods	
12	Motivating employees to learn continuously	
13	Selection of training institutions	
14	Identification of training errors	

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15	Organization's training policy – case study			
VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES				
Learning outcomes	Verification method			Form of classes in which EUS (Learning Outcome) is verified
	Knowledge:			
ZO1_W01 ZO1_W07 ZO1_W09	Test, design			Lecture/ Exercises
	Abilities:			
ZO1_U05 ZO1_U06 ZO1_U07 ZO1_U10 ZO1_U13	Test, design			Lecture/ Exercises
	Social competences:			
ZO1_K05 ZO1_K07	Test, design			Lecture/ Exercises
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 identified for the Knowledge, Skills and Competences module	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	Part-time studies

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	Stationary	
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	50	30
Exam/Passing		
Participation in the consultation		
Project / Essay	10	10
Independent preparation for didactic classes	20	30
Preparing to pass a teaching class	20	30
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	4 ECTS credit/ 100h	4 ECTS credit/ 100h
Student load in classes in direct contact with the teacher	50	30
Student load in practical classes	50	70
Student load in practical vocational preparation classes		
Student load in research preparation classes		
X. LITERATURE AND OTHER DIDACTIC MATERIALS		
Basic literature:		
<ol style="list-style-type: none"> 1. Król H., Ludwicyński S.(eds.), Human resources management. Creating the human capital of the organization. Materials for exercises, PWN Publishing House, Warsaw 2006 and subsequent 2. Machalska M., Digital learning. From e-learning to knowledge sharing, Wolters Kluwer Polska 2022 3. Piotr Czekierda, Bartosz Fingas, Marcin Szala, Tutoring. Theory, practice, case studies, Wolters Kluwer Polska 2018 4. Marciniak R., E-learning: designing, organizing, implementing and evaluating. Methods, tools and good practices, Wolters Kluwer Polska 2022 		
Supplementary literature:		
<ol style="list-style-type: none"> 1. Armstrong M., Human Resource Management, ed. Oficyna Ekonomiczna, Kraków 2016. 2. Kirkpatrick D., Four levels of evaluation of training effectiveness, Studio Emka, Warsaw 2001 3. Rea L., Effective training: techniques of improving coaching skills, Oficyna Ekonomiczna, Kraków 2006. 4. Bramley P., Evaluation of training effectiveness, Wolters Kluwer, Warsaw 2011 5. Szczepanik R., Building teams : Preparing and conducting outdoor trainings, Helion Publishing House, Gliwice 2002 6. Activating methods in training / Mel Silberman. - Cracow : Oficyna Ekonomiczna, Branch of Polish Professional Publishers, 2005. 7. Listwan T. (editor), Human Resources Management, C.H. Beck Publishing House, Warsaw 2010 		
Other teaching materials: Case study, moddle, MT Teams		