

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										
Organization of manager's working time										
Name of the organizational unit leading the course:			Faculty of Management and Technical Sciences							
Name of the field of study, level of education:			Management I degree							
Learning profile:			General academic							
Name of the specialty:			Business Manager							
Type of learning module:			specialty							
Year/Semester:			Year II semester 4							
Person coordinating the subject:			Anna Kacprzak, M.A.							
Prerequisites (resulting from the succession of items):			Basic management knowledge							
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	36	30								66
Part-time studies	12	12								24
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			Methods of administration, activating							
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	knows and understands in depth the essence of the organization of manager's working time for the effectiveness of the functioning of individual areas of the organization								ZO1_W09 P6S_WG	
2	knows and understands management functions and key managerial competences necessary for the smooth functioning of the organization								ZO1_W14 P6S_WK	
3	knows and understands in depth the role of the manager as an innovator, leader in the development of the organization								ZO1_W01 P6S_WG	
Abilities:										
1	is able to appreciate the importance and role of working time organization and diagnose errors in work schedules								ZO1_U02 P6S_UK	

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2	is able to be guided by the principles of professional ethics in the work of a manager and to meet challenges and trends in management and quality sciences	ZO1_U11 P6S_UW
3	is able to use methods and tools of working time organization in the context of the implementation of management functions	ZO1_U08 P6S_UW
Social competences:		
1	is ready to properly plan working time and manage own and team time	ZO1_K05 P6S_KR
2	is ready to work in a team, taking on various roles and functions m.in leader, leader, innovator	ZO1_K07 P6S_KO
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Lecture:	Reference to the learning outcomes in question
1.	Conditions of the functioning of modern organizations – the role of time in the organization's activity and human life.	ZO1_W01 ZO1_W09 ZO1_W14 ZO1_U02 ZO1_U08 ZO1_U11 ZO1_K05 ZO1_K07
2.	Rules for working time planning	
3.	Addiction to work and its consequences - the effect of increasing working time.	
4.	Business meetings and their impact on the work schedule	
5.	Organization of manager's working time in modern organizations – trends, challenges	
6.	Methods of effective management of manager's working time	
7.	Analysis of working time management – identification of errors	
8.	Dealing with stress resulting from excess cases.	
9.	Setting goals and priorities – essence, characteristics, types. Dealing with distractions and so-called "time thieves"	
10.	Eisenhower matrix	
11.	Planning and organization of working time of employees 50+	
12.	Flexible working hours	
13.	Paret's principle	
14.	Procrastination	
15.	Delegate tasks	
16.	Leadership and delegation	
17.	Organization of working time in a virtual team	
18.	Time control in virtual teams	
Lp.	exercises:	Reference to the learning outcomes in question
1	Analysis of working time management – identification of errors.	ZO1_W01
2	Dealing with stress resulting from excess cases.	ZO1_W09
3	Setting goals and priorities – essence, characteristics, types.	ZO1_W14
4	Dealing with distractions and so-called "time thieves"	ZO1_U02
		ZO1_U08

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5	Paret's principle	ZO1_U11 ZO1_K05 ZO1_K07		
6	Eisenhower matrix			
7	Organization of working time in a virtual team			
8	Time control in virtual teams			
9	Delegate tasks			
10	Work schedule			
11	IT systems supporting time management			
12	Good practices in managing the working time of the manager and his team			
13	Organization of working time during a pandemic / in crisis situations			
14	Organization of manager's working time according to legal regulations			
15	Task-based manager's working time			
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_W09 ZO1_W14	Written paper, presentation, discussion activity, project	Lecture/ Tutorials		
Abilities:				
ZO1_U02 ZO1_U08 ZO1_U11	Written paper, presentation, discussion activity, project	Lecture/ Tutorials		
Social competences:				
ZO1_K05 ZO1_K07	Written paper, presentation, discussion activity, project	Lecture/ Tutorials		
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	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	The student obtains more than 89% max. the number of points for a given effect

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		effect per grade 3.5	effect per rating 4.5	
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	66	12		
Exam/Passing				
Participation in the consultation				
Project / Essay	19	33		
Independent preparation for didactic classes	20	40		
Preparing to pass a teaching class	20	40		
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	5 ECTS credit/ 125 h	5 ECTS credit/ 125 h		
Student load in classes in direct contact with the teacher	66	12		
Student load in practical classes	30	57		
Student load in practical vocational preparation classes				
Student load in research preparation classes	29	56		
IX. LITERATURE AND OTHER DIDACTIC MATERIALS				
Basic literature: <ol style="list-style-type: none"> 1. Łukasz Prasolek, Working time management by managers. Planning and settlement of team working time, C.H. Beck 2018 2. Blanchard Ken , New one-minute manager, MT Business 2019 3. Makarov Agnieszka, Time management in a nutshell. How to plan not to go crazy, Edgar 2018 4. Brian Tracy, Time Management. Brian Tracy's Library of Success, MT Business 2022 				
Supplementary Literature: <ol style="list-style-type: none"> 1. Pluta A., Wójcik G. P., Vademecum menedżera – organizacja pracy własny j, Economicus, Szczecin 2011. 2. Pluta A., Time management – an asset or a weakness of future managers? [in:] Skrzypek E. (ed.), Ethics and the quality and effectiveness of organizations, Wyd. UMCS, Lublin 2010. 3. Allen D., The Art of Efficiency. Effective implementation of tasks, Wyd. Helion, Gliwice 2006. 4. Bieniok H., Time Management, Series: Modern Management in Business, University Scripts of the University of Economics in Katowice, Katowice 1999. 5. Seiwert L. J., Zarządzanie czasem, Agencja Wydawnicza Placet, Warszawa 1998 6. Jasioski Z. (editor), Work management, Organizing, planning, motivating, control, Agencja Wydawnicza Placet, Warsaw 1999. 7. Morgenstern J., How to be perfectly organized, Wyd. Amber, Warsaw 2001. 8. Berglas S., Chronic troubles with time, "Harvard Business Review Polska", No. 5/2005. 9. Bruch H., Menges J.I., Trap of acceleration, "Harvard Business Review Polska", No. 11/2010. 10. Hewlett S.A, Buck Luce C., Extreme work. The dangerous charm of a 70-hour working week, "Harvard Business Review Polska", No. 4/2007. 11. Żołnierczyk-Zreda D., Long working time and mental health and quality of life - a review of research, "Occupational Safety" No. 07/2009. 				

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Other teaching materials:

Moodle, MS Teams