

Subject card

Subject name and code	Improving Personal Effectiveness, PG_00166333						
Field of study	Finance and Accounting, Information Science and Econometrics, Management						
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
Education level	postgraduate studies	Subject group			Optional subject group		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			English		
Semester of study	4	ECTS credits			2.0		
Learning profile	academic	Assessment form					
Conducting unit	Katedra Zachowań Organizacyjnych -> Faculty of Management -> Rektor						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Piotr Wróbel				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		0.0		0.0	15
Subject objectives	Understanding and practicing habits that enable students to enhance their personal effectiveness.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[IiEMU2_W03] The student has an in-depth knowledge of man as a subject who creates economic structures and institutions.	Awareness of barriers limiting personal effectiveness in the workplace and familiarity with personal habits that enhance employee efficiency.	[SW2] presentation/project/paper/report
	[FiRMU2_K02] Cooperation: - the student can harmoniously interact and work in a group, assuming various roles in the group, including leadership and supervision of the group, - can agree with the group on goals and division of tasks, - is open-minded, respecting the differences of other team members.	Ability to work in a team, assuming various roles and contributing to the achievement of synergy within the group.	[SK5] implementation of a problem task
	[ZARZMU2_U03] The student can consider its ethical, social and environmental implications in decision-making. The student can initiate actions for the social environment and public interest.	Ability to conduct multi-criteria analyses and make decisions based on them.	[SU5] implementation of a problem task
	[ZARZMU2_W12] The student has an in-depth knowledge and understanding of the functions of management and the role of managers in their implementation.	Understanding the role of management in creating a work environment conducive to utilizing and developing employee talents.	[SW2] presentation/project/paper/report
	[FiRMU2_W03] The student has an expanded knowledge of man as an entity that creates economic structures and the motives of his actions.	Awareness of barriers limiting personal effectiveness in the workplace and familiarity with personal habits that enhance employee efficiency.	[SW2] presentation/project/paper/report
	[FiRMU2_U08] The student has an in-depth ability to prepare typical written works, oral speeches, and presentations in Polish concerning specific issues in finance and accounting using basic theoretical approaches and various sources of information.	Ability to present opinions and knowledge in the form of written papers and oral presentations.	[SU2] presentation/project/paper/report
	[ZARZMU2_K06] The student is ready to work in, contribute to or manage groups. Takes the initiative when working in a group. The student can lead and supervise a team.	Ability to work in a team, assuming various roles and contributing to the achievement of synergy within the group.	[SK5] implementation of a problem task
	[IiEMU2_U09] The student has an in-depth ability to prepare written works, oral speeches and multimedia presentations on the functioning and growth of the national economy and its components, the course of complex economic phenomena and processes, the acquisition of data about them, their collection, processing and analysis with the help of modern mathematical, statistical, econometric and IT tools, as well as their use in modeling, forecasting and optimization.	Ability to present opinions and knowledge in the form of written papers and oral presentations.	[SU2] presentation/project/paper/report
	[IiEMU2_K05] The student can think and act in an entrepreneurial manner and flexibly adapt to changing environmental conditions. Thinks creatively and can go beyond the usual patterns.	Capability to act proactively by leveraging opportunities in the environment.	[SK2] presentation/project/paper/report
	[IiEMU2_K04] The student can work in a team, co-create it, effectively manage and supervise it; efficiently adapts his behavior and conduct to his role in it; is ready to take responsibility for the team and bear the consequences; understands the necessity of systematicity and consistency in action; is open to other team members and critical of himself.	Ability to work in a team, assuming various roles and contributing to the achievement of synergy within the group.	[SK5] implementation of a problem task

Subject contents	<p>1. Introduction to S. Covey concept of 7 habits of highly effective people.</p> <p>2. Training of seven personal effectiveness principles: Be Proactive; Begin With The End in Mind; Put First Things First; Think Win-Win; Seek First to Understand, Then to be Understood; Synergize; Sharpen the Saw (workshop).</p> <p>3. The 8th Habit.</p>								
Prerequisites and co-requisites	None								
Assessment methods and criteria	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Subject passing criteria</th> <th style="width: 25%;">Passing threshold</th> <th style="width: 25%;">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td>Essay</td> <td>51.0%</td> <td>100.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Essay	51.0%	100.0%
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Essay	51.0%	100.0%							
Recommended reading	Basic literature	<p>S. R. Covey, 7 habits of highly effective people, Free Press, 1989</p> <p>S. R. Covey, The 8th Habit: From Effectiveness to Greatness, Free Press, 2004</p>							
	Supplementary literature	Charles Duhigg, The Power of Habit: Why We Do What We Do in Life and Business, Random House, 2012							
	eResources addresses	Adresy na platformie eNauczanie:							
Example issues/ example questions/ tasks being completed	<p>1. How does the Win-Win approach differ from the Win-Lose approach?</p> <p>2. What is active listening in interpersonal communication?</p> <p>3. How can one cope with the problem of procrastination?</p>								
Work placement	Not applicable								

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