

**Subject card**

<b>Subject name and code</b>	Improving Personal Effectiveness, PG_00190457						
<b>Field of study</b>	Finance and Accounting, Informatics and Econometrics, Management						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Master's studies	<b>Subject group</b>			Optional subject group		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			English		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Department of Organisational Behaviour -> Faculty of Management -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr hab. Piotr Wróbel				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		10.0		10.0	35
<b>Subject objectives</b>	Understanding and practicing habits that enable students to enhance their personal effectiveness.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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.	Student can explain the impact of personal effectiveness principles on an individual's performance within economic systems. They understand the difference between reactive and proactive behavior in the context of economic decision-making and can identify their motivations through the lens of a hierarchy of values.	[SW3] text preparation/written work
	[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.	Student can apply the "Win-Win" approach in teamwork, striving for solutions that bring mutual benefits to all parties. They demonstrate an attitude of deep empathy by employing active listening techniques and actively seek synergy within a group.	[SK5] implementation of a problem task
	[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
	[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_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
	[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
	[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.	Student can prepare a written paper and an oral presentation, emphasizing clarity of purpose and substantive justification based on reliable financial data, while ensuring a form of delivery that builds trust with the audience.	[SU3] text preparation/written work
	[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

	Course outcome	Subject outcome	Method of verification
	[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
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	Subject passing criteria	Passing threshold	Percentage of the final grade
	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		
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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