



## Subject card

Subject name and code	Self-presentation, getting to know and managing talents and professional skills, PG_00060138						
Field of study	Civil Engineering, Environmental Engineering, Materials Engineering, Informatics, Mathematics, Transport, Management, Management, Materials Engineering, Informatics, Management, Economic Analytics, Economic Analytics, Space and Satellite Technologies, Automatic Control, Cybernetics and Robotics, Automatic Control, Cybernetics and Robotics, Green Technologies, Green Technologies, Coastal and Offshore Engineering, Mechanical and Medical Engineering, Mechatronics, Ocean Engineering, Mechanical Engineering, Materials Engineering, Space and Satellite Technologies, Coastal and Offshore Engineering, Ocean Engineering, Transport and Logistics, Ocean Engineering						
Date of commencement of studies	February 2022	Academic year of realisation of subject			2022/2023		
Education level	second-cycle studies	Subject group					
Mode of study	Full-time studies	Mode of delivery			e-learning		
Year of study	2	Language of instruction			Polish lack		
Semester of study	3	ECTS credits			2.0		
Learning profile	general academic profile	Assessment form			assessment		
Conducting unit	Institute of Ocean Engineering and Ship Technology -> Faculty of Mechanical Engineering and Ship Technology						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Dembicka				
	Teachers		dr Anna Dembicka				
Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	E-learning hours included: 30.0						
Autoprezentacja, poznanie i zarządzanie talentami oraz umiejętnościami zawodowymi, (DK 00096HS), W, ogólnoakademicki, humanistyczno-społeczny, sem. 02, letni 22/23 - Moodle ID: 28743 <a href="https://enauzwanie.pg.edu.pl/moodle/course/view.php?id=28743">https://enauzwanie.pg.edu.pl/moodle/course/view.php?id=28743</a>							
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	30	2.0		18.0		50
Subject objectives	Familiarizing the student with the meanders of self-presentation, optimal communication with the labor market and elements of the employee talent management process.						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K7_U71] is able to apply knowledge from humanistic, social, economic or legal sciences in order to solve problems	The student has the ability to plan and organize work. The student has the ability to present his strengths and interests during individual speeches			[SU4] Assessment of ability to use methods and tools [SU2] Assessment of ability to analyse information [SU5] Assessment of ability to present the results of task		
	[K7_W71] has general knowledge in humanistic, social, economic or legal sciences, including their fundamentals and applications	The student is able to create a professional CV and cover letter. The student has knowledge of the methods used to identify, evaluate, develop and retain talents on the modern labor market.			[SW1] Assessment of factual knowledge [SW2] Assessment of knowledge contained in presentation [SW3] Assessment of knowledge contained in written work and projects		
	[K7_K71] is able to explain the need to apply knowledge from humanistic, social, economic or legal sciences in order to function in a social environment	The student has competences in the field of interpersonal communication, including the ability to apply the rules of linguistic correctness in practice. The student has the ability to work in a team.			[SK1] Assessment of group work skills [SK3] Assessment of ability to organize work [SK4] Assessment of communication skills, including language correctness [SK5] Assessment of ability to solve problems that arise in practice		

Subject contents	1. Employee's professional potential in the light of the challenges of the knowledge-based economy. 2. Employee talents - ways to discover, systematize and develop them. 3. Organizational and individual competences. Qualifications and competences. 4. 34 Gallup Talents - definitions and analysis. 5. The importance of effective communication - overcoming communication barriers and conflict management. 6. The specificity of cooperation between virtual teams - factors that strengthen and weaken team creativity. 7. Employee self-presentation (fright, the art of speaking, winning the favor of the audience). 8. Features of successful public speaking (body language, language errors, graphic elements in speeches, etiquette and savoir vivre). 9. Rules for writing CVs and cover letters. 10. Stimulators and inhibitors of successive job interviews. 11. Examples of personality tests and analytical thinking tests. 12. Features of the leaders of the future and shaping employee involvement. 13. Time management - a way to increase work efficiency. 14. Causes of occupational burnout - prevention.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	essay	70.0%	50.0%
	group presentation and self-presentation	70.0%	50.0%
Recommended reading	Basic literature	<p>W. Daniecki, Talenty w firmie, czyli jak rekrutować i motywować najlepszych, PWN. Warszawa 2015.</p> <p>A. Miś, Zarządzanie talentami w polskich organizacjach, Wolters Kluwer 2020.</p> <p>P. Kutnyj, Sztuka autoprezentacji i wystąpień publicznych. Na żywo i online, PWN, Warszawa 2021</p> <p>M. Miller, Przyciąganie talentów, MT Biznes, Warszawa 2020.</p> <p>D. Carnegie, Jak stać się doskonałym mówcą i rozmówcą, Wydawnictwo Studio EMKA, 2012.</p> <p>A. Więcka, Jak mówić o sobie dobrze, Wydawnictwo Zwierciadło, Warszawa 2020.</p> <p>M. Rusinek, A. Załazińska, Jak się dogadać, czyli retoryka codzienna, Wydawnictwo Znak, Kraków 2018.</p>	
	Supplementary literature	<p>O. Fox Cabane, Mit charyzmy, Dom Wydawniczy REBIS, Poznań 2016.</p> <p>M. Oczkoś, Sztuka mówienia bez bełkotania i fałunienia, Wydawnictwo RM, 2015.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed	authentic leadership, charismatic leadership, servant leadership, personalistic leadership, remote leadership, health and safety as pillars of employee potential management, self-management over time as a way to increase the leader's work efficiency		
Work placement	Not applicable		