

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet: SUPERVIZIJA V JAVNI UPRAVI
Course title: SUPERVISION IN PUBLIC ADMINISTRATION

Študijski programi in stopnja	Študijska smer	Letnik	Semestri
Upravljanje javnega sektorja, prva stopnja, univerzitetni	Upravljanje javnega sektorja (študijski program)	3. letnik	Zimski

Univerzitetna koda predmeta/University course code: 1820

Predavanja	Seminar	Vaje	Klinične vaje	Druge oblike študija	Samostojno delo	ECTS
30				90	60	6

Nosilec predmeta/Lecturer: Jernej Buzeti

Vrsta predmeta/Course type: IZBIRNI/ELECTIVE

Jeziki/Languages:

Predavanja/Lectures:	Slovenščina, Angleščina
Vaje/Tutorial:	Slovenščina, Angleščina

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti: **Prerequisites:**

Vsebina:

1. Pojemovne opredelitve supervizije
2. Delovno okolje in supervizija
3. Modeli supervizije
4. Proces supervizije
5. Supervizija v javni upravi
6. Vloga supervizorja v javni upravi
7. Sposobnosti in znanja supervizorja v javni upravi
8. Metode in tehnike supervizije v javni upravi
9. Individualna supervizija v javni upravi
10. Skupinska supervizija v javni upravi
11. Samozavedanje supervizorja v javni upravi
12. Regulacija in samoregulacija čustev supervizorja v javni upravi

Content (Syllabus outline):

1. The definition of supervision
2. The working environment and supervision
3. Models of supervision
4. Supervision process
5. Supervision in public administration
6. Role of the supervisor in public administration
7. Skills and knowledge of supervisor in public administration
8. Methods and techniques of supervision in public administration
9. Individual supervision in public administration
10. Group supervision in public administration
11. Self-awareness of supervisor in public administration

Temeljna literatura in viri/Readings:

- [Lipton, L., Wellman](#), B. (2013). Learning-focused Supervision: Developing Professional Expertise in Standards-driven Systems.
- Kobolt, A., Žorga, S., Tancig, S., Dekleva, B. (2013). Supervizija. Pedagoška fakulteta, Ljubljana.
- Hawkins, P., Shohet, R. (2012). Supervision in the Helping Professions (Supervision in Context). Open University Press, 4th edition.
- [Leonard](#), E. (2012). Supervision: Concepts and Practices of Management, 12th International Edition, South Western Educational Publishing.

Cilji in kompetence:

Objectives and competences:

<p>Cilji Študent:</p> <ul style="list-style-type: none"> • pozna in razume pomen supervizije v organizaciji, • pozna zakonitosti individualne in skupine supervizije v javni upravi, • pozna pristope in tehnike supervizije s posamezniki, • razume pomen samoregulacije in regulacije ljudi v javni upravi. <p>Kompetence</p> <ul style="list-style-type: none"> • razumevanje supervizije v javni upravi, • razumevanje vloge posameznika in vodje ter njegovih stisk v delovnem okolju, • usposobljenost za avtonomno, tolerantno, skrbno in občutljivo obravnavo posameznika ali skupine, brez izrekanja sodb, • sposobnost uporabe osnovnih veščin supervizije, • obvladovanje osnov samoregulacije in regulacije. 	<p>Objectives Student:</p> <ul style="list-style-type: none"> • knows and understands the importance of supervision in the organization, • learn about the individual and group supervision in public administration, • know how to use techniques of supervision and how to manage individuals, • understand the importance of self-regulation and regulation in public administration. <p>Competences</p> <ul style="list-style-type: none"> • understanding supervision in public administration, • understanding the role of individuals and leaders and his troubles in the working environment, • qualification for autonomic, tolerant, careful and sensitive treatment of an individual or a group, passing no judgments • ability to use basic skills of supervision, • mastering the basics skills of self-regulation and regulation.
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Predvideni študijski rezultati:

Intended learning outcomes:

<p>Študenti bodo zmožni spoznati in razumeti vlogo supervizije v javni upravi. Pridobili bodo temeljna znanja s področja supervizije in razvili osnovne spretnosti samoregulacije in supervizije. Razumeli bodo pomembnejše metode in tehnike supervizije v javni upravi.</p>	<p>Students will be able to identify and understand the importance of supervision in public organization. They will gain the fundamental knowledge in the field of supervision and develop the basic skills of self-regulation and supervision. They will understand the importance of methods and technique of supervision in public administration.</p>
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Metode poučevanja in učenja:

Learning and teaching methods:

<ol style="list-style-type: none"> 1. predavanje 2. seminarsko delo / projektno delo 	<ol style="list-style-type: none"> 1. lecture 2. coursework / project work
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3. nastopi in predstavitve	3. appearance and presentation
4. študija primera	4. case study
5. problemsko učenje	5. problem based learning
6. e-učenje	6. e-learning

Načini ocenjevanja:

Delež/Weight

Assessment:

Načini ocenjevanja:	Delež/Weight	Assessment:
1. pisni izpit in/ali ustni izpit (pogoj: pozitivna ocena izpita)	60,00 %	Written (and/or oral) examination (condition: positive evaluation of the exam)
2. Aktivno sodelovanje (samostojno in/ali skupinsko delo, e-učenje, test, esej), skupinsko delo in poročilo (poročilo projektne naloge, zagovor projektne naloge) Pri oblikovanju ocene predmeta se upoštevajo rezultati tistih delnih obveznosti, ki jih študent pridobi do roka za katerega je razpisana časovna obveznost (pisni ali ustni izpit).	40,00 %	Active participation (individual and/or group work, e-learning, test, essay) group work and report (report of project work, oral presentation of project work) Final assessment of the course is the sum of the written (and / or oral) examination and other partial estimates of commitments that are finished before the time of examination.

Reference nosilca/Lecturer's references:

- STARE, J., BOŠTJANČIČ, E., BUZETI, J., KLUN, M., KOZJEK, T., TOMAŽEVIČ, N., STARE, J. (urednik). (2012). Boljše delovno okolje za boljše sodelovanje : [priročnik]. 1. izd. Ljubljana: Fakulteta za upravo.
- BUZETI, Jernej, STARE, Janez, KLUN, Maja, KOTNIK, Žiga. The impact of leader's temperament on work absence. *Transylvanian review of administrative sciences*, ISSN 1842-2845, 2016, sp. iss., str. 23-37, tabele. <file:///C:/Users/anitac/Downloads/502-994-1-SM.pdf>. [COBISS.SI-ID [4994222](#)].
- BUZETI, Jernej, STARE, Janez. Samopodoba vodij v upravnih enotah = Self-concept of leaders in administrative units. *Uprava*, ISSN 1581-7555, dec. 2010, letn. 8, št. 4, str. 7-31. [COBISS.SI-ID [3540142](#)]