

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet: METODE, TEHNIKE IN ORODJA ZA PODORO UPRAVLJANJU VIRTUALNIH TIMOV

Course title: VIRTUAL TEAMS MANAGEMENT – METHODS, TECHNIQUES AND TOOLS

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:

1821

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

Nosilec predmeta/Lecturer:

Tina Jukić

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:

Content (Syllabus outline):

1. Razvoj virtualnih organizacij
2. Karakteristike virtualnih organizacij
3. Posebnosti virtualnih timov
4. Prednosti in slabosti virtualnih timov
5. Vzpostavitev virtualnih timov
6. Orodja za podporo komunikaciji v virtualnih timih
7. Protokoli komuniciranja v virtualnih timih
8. Orodja za podporo sodelovanju v virtualnih timih
9. Metode in tehnike za učinkovite sestanke virtualnih timov
10. Metode in tehnike za upravljanje z dokumenti v virtualnih timih

1. Development of virtual organizations
2. Characteristics of virtual organizations
3. Particularities of virtual teams
4. The pros and cons of virtual teams
5. Virtual team establishment
6. Communication tools for virtual teams
7. Communication protocols in virtual teams
8. Tools for collaboration in virtual teams
9. Methods and techniques for efficient meetings in virtual teams
10. Methods and techniques for document management in virtual teams
11. Tools for project management in virtual teams

11. Orodja za podporo upravljanju projektov virtualnih timov

Temeljna literatura in viri/Readings:

- Duarte, D. L. in Tennant Snyder, N. (2006) Mastering Virtual Teams: Strategies, Tools, and Techniques That Succeed, 3rd Edition. San Francisco: Jossey-Bass.
- Zofi, Y. (2011). A Manager's Guide to Virtual Teams. New York: American Management Association.
- Edmondson, A. C. (2012). Teamwork on the fly: How to master the new art of teaming? Harvard Business Review, April, str. 72–80.
- Ferrazzi, K. (2014). Getting virtual teams right. Harvard Business Review, December.
- Berry, G.R. (2011). Enhancing effectiveness on virtual teams. Understanding why traditional team skills are insufficient. Journal of Business Communication, 48 (2), 186–206.
- Vsebine v e-učilnici. / Content in the e-learning environment (Moodle).

Cilji in kompetence:

Cilji

Študent:

- Študenti razumejo posebnosti delovanja virtualnih skupin
- Študenti znajo uporabljati orodja za podporo upravljanju virtualnih skupin
- Študenti znajo uporabljati različne metode in tehnike za podporo upravljanju virtualnih skupin

Kompetence

- Sposobnost učinkovitega in uspešnega vodenja in sodelovanja v virtualnih skupinah
- Sposobnost izbire in uporabe ustreznih metod in tehnik za vodenje in sodelovanje v virtualnih skupinah
- Sposobnost izbire in uporabe ustreznih orodij za podporo upravljanju virtualnih skupin

Objectives and competences:

Objectives

Student:

- Students understand the particularities of virtual teams functioning
- Students know how to use tools for support of virtual teams management
- Students know how to use different methods and techniques for support of virtual teams management

Competences

- Ability to efficiently and effectively lead and collaborate in virtual teams
- Ability to select and use suitable methods and techniques for leading and collaborating in virtual teams
- Ability to select and use suitable tools for support of virtual teams management

Predvideni študijski rezultati:

Študent bo zmožen prepoznati ustrezne metode, tehnike in orodja za podporo komunikaciji, sodelovanju in upravljanju virtualnih timov.

Znal bo uporabiti ustrezne metode, tehnike in orodja za podporo upravljanju virtualnih timov. Znal bo pripraviti načrt upravljanja virtualnega tima.

Intended learning outcomes:

Student will be able to recognize suitable methods, techniques and tools to support communication, collaboration and management of virtual teams.

He/she will be able to use suitable methods, techniques and tools for virtual teams management.

He/she will be able to develop a plan for virtual team management.

Metode poučevanja in učenja:**Learning and teaching methods:**

1. Priprava študenta na predavanja	1. Lectures and practical work in computer laboratory
2. Predavanja	2. Case study
3. Seminararska naloga s predstavitvijo	3. Seminar work with presentation

Načini ocenjevanja:**Delež/Weight Assessment:**

Pisni izpit	60,00 %	Written exam
Seminararska naloga s predstavitvijo Seminararska naloga mora biti oddana pred izpitom.	40,00 %	Seminar work with presentation Seminar work has to be submitted before the exam.

Reference nosilca/Lecturer's references:

<ul style="list-style-type: none"> Jukić, T., Merlak, M. (2017). The use of social networking sites in public administration : the case of Slovenia. Electronic journal of e-government, ISSN 1479-439X, let. 15, št. 1, str. 2-18, http://www.ejeg.com/issue/current.html. Jukić, T., Benčina, J. (2015). Vpliv predhodnega vrednotenja projektov e-uprave na njihovo uspešnost. Uporabna informatika, ISSN 1318-1882, letn. 23, št. 1, str. 3-13. Jukić, T., Vintar, M., Benčina, J. (2013). Ex-ante evaluation : towards an assessment model of its impact on the success of e-government projects. Information polity, ISSN 1570-1255, 2013, let. 18, št. 4, str. 343-361.
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