RAZVOJ VEŠČIN

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	RAZVOJ VEŠČIN
Course title:	SKILLS DEVELOPMENT
Članica nosilka/UL Member:	UL FU

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Upravljanje javnega sektorja, prva stopnja, univerzitetni	Upravljanje v Evropski uniji (smer)	2. letnik	1. semester	obvezni

Univerzitetna koda predmeta/University course code:	0162901
Koda učne enote na članici/UL Member course code:	1802

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
45		30		15	90	6

Nosilec predmeta/Lecturer:	izr. prof. dr. Jernej Buzeti, prof. dr. Janez Stare
Vrsta predmeta/Course type:	obvezni/core
Jeziki/Languages:	Predavanja/Lectures: Angleščina, Slovenščina Vaje/Tutorial: Angleščina, Slovenščina

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

Vsebina:	Content (Syllabus outline):
1. Posameznik v delovnem okolju 2. Sstresi in samoregulacija 3. Skupinska dinamika 4. Mreženje 5. Poslovno komuniciranje 6. Zaposlitveni razgovor 7. Poslovni bonton 8. Poslovno obnašanje 9. Javno nastopanje 10. Obvldovanje konfliktov 11. Organizacija lastnega dela 12. Ravnanje s časom	1. An individual in the work environment 2. Sstress and self-regulation 3. Group dynamics 4. Networking 5. Business communication 6. Selection interview 7. Business etiquette 8. Business behaviour approach 9. Public speaking 10. Conflict management 11. Work organization 12. Time management

Temeljna literatura in viri/Readings:

1. Armstrong, M., & Taylor, S. (2023). Armstrong's handbook of human resource management practice: A guide to the theory and practice of people management. Kogan Page Publishers (izbrana poglavja, 60 strani).
2. Benedetti, K. (2017). Protokol – simfonija forme. GV Izobraževanje, Ljubljana (izbrana poglavja, 80 strani).
3. Praštalo, B. (2022). Mreženje: skrivnosti mreženja v zasebnem in poslovnem svetu. Založba: Sellution (izbrana poglavja, 50 strani).
4. Lucas, S. E., Stob, P. (2023) The Art of Public Speaking, 13th EDITION, McGraw-Hill Education, New York (izbrana poglavja, 60 strani).

Priporočena literatura:
1. Allen, D. (2017). Getting Things Done: The Art of Stress-Free Productivity. Penguin Books (izbrana poglavja, 60 strani).
2. Buzeti, J., Dečman, M., & Kristl, N. (2026). Associations of work-and personal-life-related techno-stressors with emotional exhaustion, sickness absenteeism, and turnover intentions in public administration. Acta Psychologica, 266, 106772.
3. Stare, J. (ur.) (2012). Izzivi in priložnosti zdravega delovnega okolja. Ljubljana: Fakulteta za upravo Univerze v Ljubljani (izbrana poglavja, 50 strani).

Cilji in kompetence:	**Objectives and competences:**
Študent : • pozna zakonitosti skupinske dinamike in pomembnosti odnosov, • razume pomen samoregulacije, • razume pomen vzpostavljanja in vzdrževanja stika z ljudmi, • preizkusi različne metode in tehnike organiziranja dela in časa, • izbere primeren pristop poslovnega obnašanja, • uporabi različne metode priprave in izvedbe javnega nastopa. Kompetence: • sposobnost razumevanja skupinske dinamike in sodelovanja v skupini, • sposobnost avtonomne samoregulacije, • sposoben vzpostaviti in vzdrževati stik z ljudmi, • zmožnost izbire najprimernejše metode in tehnike organiziranja dela in časa, • sposobnost izbire ter uporabe primernega pristopa poslovnega obnašanja, • razumevanje metod in tehnik, ki vplivajo na uspešnost javnega nastopa.	Student: • identifies factors of the group identity and importance of relations, • understands the importance of self-regulation, • understands the importance of establishing and maintaining contact with people, • selects a suitable business behavior approach, • uses different methods of preparing and performing public speech. Competencies: • Ability to understand the group dynamics and understanding role of relations. • Ability to manage of self- regulation. • Ability to establish and maintain contact with people. • Ability to choose the most appropriate method and technique for organizing work and time management. • Ability to choose and use an appropriate business behavior approach. • Understanding of methods and techniques that influence the performance of public speech.

Predvideni študijski rezultati:	**Intended learning outcomes:**
Študent bo zmožen: • razumeti skupinsko dinamiko in pomen odnosov v skupini, • razviti spretnosti samoregulacije, • razviti sposobnosti vzpostavljanja in vzdrževanja stika z ljudmi, • razločevanja namena in uporabe metode in tehnike organiziranja dela in časa, • izbrati najprimernejše metode in tehnike poslovnega obnašanja in javnega nastopanja.	Student will be able: • to understand group dynamics and importance of relations within the group, • to develop the basic skills of self-regulation, • to develop the ability of establishing and maintaining contact with people, • to distinguish the purpose and use of the method and techniques of organizing work and time, • to choose the most appropriate methods and techniques of business behavior and public speaking.

Metode poučevanja in učenja:	Learning and teaching methods:
1. priprava študenta na predavanja 2. predavanje 3. priprava študenta na vaje 4. vaje 5. seminarsko delo / projektno delo 6. nastopi in predstavitve 7. študija primera 8. problemsko učenje 9. e-učenje 10. individualne konzultacije	1. student preparations for lectures 2. lecture 3. student preparations for tutorials 4. tutorials 5. coursework / project work 6. appearance and presentation 7. case study 8. problem based learning 9. e-learning 10. individual tutorial

Načini ocenjevanja:	Delež/Weight	Assessment:
1. Pisni izpit in/ali ustni izpit (pogoj: pozitivna ocena izpita)	60,00 %	1. 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 %	2. 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 time commitments (oral exam, written exam) and other partial estimates of commitments for this period.

Ocenjevalna lestvica:	Grading system:
5 - 10, pri čemer velja, da je pozitivna ocena od 6 - 10	5 - 10, a student passes the exam if he is graded from 6 to 10

Reference nosilca/Lecturer's references:

1. BUZETI, Jernej, DEČMAN, Mitja, KRISTL, Nina. Associations of work- and personal-life-related techno-stressors with emotional exhaustion, sickness absenteeism, and turnover intentions in public administration. Acta psychologica. Jun. 2026, vol. 266, [article no.] 106772, 17 str., ilustr. ISSN 1873-6297. https://www.sciencedirect.com/science/article/pii/S0001691826005731, DOI: 10.1016/j.actpsy.2026.106772. [COBISS.SI-ID 274575875]
2. BUZETI, Jernej, KLUN, Maja, STARE, Janez (2015). Correlation of ethical conduct within an organisation with the absence of employees from work. European journal of economics and business studies, ISSN 2411-4073, sep.-dec. 2015, vol. 2, no. 1, str. 27-35. [COBISS.SI-ID 4687534]
3. KRAJEC, Lea, BUZETI, Jernej. Talent management in the Slovenian public administration for young talented individuals from generation Z. Journal of Human Resource Management. 2024, vol. 27, no. 2, str. 78-94, ilustr. ISSN 2453-768 https://www.jhrm.eu/wp-content/uploads/2024/11/2-2024-6-KRAJEC.pdf, DOI: 10.46287/SFWH7638. [COBISS.SI-ID 216699651]
4. KLUN, Maja, STARE, Janez, DANKO, Manica, BUZETI, Jernej, KUHELJ, Alenka, RIHTARŠIČ, Katarina, BREGANT, Mateja. (2015). Expected competences of PA programmes : the case of Slovenia. V: EGPA Annual Conference, Toulouse, 26.-28. August 2015. Toulouse: EGPA. 2015, ilustr. http://www.egpa-conference2015.org/programme/. [COBISS.SI-ID 4631982]