

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 javnega sektorja (študijski program)	2. letnik	1. semester	obvezen

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: Janez Stare, Jernej Buzeti

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	1. An individual in the work environment
2. Socialni stres in čustvena samoregulacija	2. Social stress and emotional self-regulation
3. Skupinska dinamika	3. Group dynamics
4. Mreženje	4. Networking
5. Poslovno komuniciranje	5. Business communication
6. Zaposlitveni razgovor	6. Selection interview
7. Poslovni bonton	7. Business etiquette
8. Poslovno obnašanje	8. Business behaviour approach
9. Javno nastopanje	9. Public speaking
10. Obvladovanje konfliktov	10. Conflict management
11. Organizacija lastnega dela	11. Work organization
12. Ravnanje s časom	12. Time management

Temeljna literatura in viri/Readings:

- Bryon, M. (2009). How to Pass Data Interpretation Tests, London. (Izbrana poglavja, 100 strani)
- Lucas, S. E. (2015) The Art of Public Speaking, TWELFTH EDITION, McGraw-Hill Education, New York.
- Tracy, B. (2007). Eat That Frog. Berrett-Koehler Publication, San Francisco.

4. Allen, D. (2017). Getting Things Done: The Art of Stress-Free Productivity. Penguin Books. (Izbrana poglavja, 200 strani)
5. Yalom, I. D. (2008). The theory and practice of group psychotherapy, 5th Edition, New York: Basic Book. (Izbrana poglavja, 100 strani)

Cilji in kompetence:

Študent :

- pozna zakonitosti skupinske dinamike in pomembnosti odnosov,
- razume pomen čustvene stabilnosti,
- 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 uravnavanja skupinske dinamike in sodelovanja v skupini,
- sposobnost avtonomne čustvene samoregulacije,
- sposoben vzpostaviti in vzdrževati stik z ljudmi,
- zmožnost izbire najprimernejše metode in tehnike organiziranja dela in časa,
- sposobnost izbire ter uporabe primerne pristopa poslovnega obnašanja,
- razumevanje metod in tehnik, ki vplivajo na uspešnost javnega nastopa.

Objectives and competences:

Student:

- identifies factors of the group identity and importance of relations,
- understands the importance of emotional 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 manage the group dynamics and understanding role of relations,
- ability to manage of emotional 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,
- the 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:

Študent bo zmožen:

- razumeti skupinsko dinamiko in pomen odnosov v skupini,
- razviti spretnosti čustvene 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.

Intended learning outcomes:

Student will be able:

- to understand group dynamics and importance of relations within the group,
- to develop the basic skills of emotional 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:

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

Learning and teaching methods:

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.

Reference nosilca/Lecturer's references:

- BUZETI, Jernej, STARE, Janez, KLUN, Maja, KOTNIK, Žiga. (2017). 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, 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](#)]
- BUZETI, Jernej. (2016). Ekonomski učinki finančnih investicij v promocijo zdravja in dobrega počutja zaposlenih v delovnem okolju = Economic impacts of financial investments in the promotion of health and well-being of the employees in the workplace. *Mednarodna revija za javno upravo*, ISSN 2335-3414. [Tiskana izd.], junij 2016, letn. 14, št. 2/3, str. 139-167, doi: [10.17573/ipar.2016.2-3.07](https://doi.org/10.17573/ipar.2016.2-3.07). [COBISS.SI-ID [4847790](#)]
- 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](#)]