

SUPERVIZIJA V JAVNI UPRAVI

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	SUPERVIZIJA V JAVNI UPRAVI
Course title:	SUPERVISION IN PUBLIC ADMINISTRATION
Članica nosilka/UL Member:	UL FU

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava, prva stopnja, visokošolski strokovni	Ni členitve (študijski program)	2. letnik, 3. letnik	1. semester	izbirni

Univerzitetna koda predmeta/University course code:	0070592
Koda učne enote na članici/UL Member course code:	1648

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
20				90	70	6

Nosilec predmeta/Lecturer:	Jernej Buzeti
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Vrsta predmeta/Course type:	Izbirni/Elective
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Jeziki/Languages:	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	

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

Vsebina:	Content (Syllabus outline):
1. Pojemne opredelitve supervizije	1. The definition of supervision
2. Delovno okolje in supervizija	2. The working environment and supervision
3. Modeli supervizije	3. Models of supervision
4. Proces supervizije	4. Supervision process
5. Supervizija v javni upravi	5. Supervision in public administration
6. Vloga supervizorja v javni upravi	6. Role of the supervisor in public administration
7. Sposobnosti in znanja supervizorja v javni upravi	7. Skills and knowledge of supervisor in public administration
8. Metode in tehnike supervizije v javni upravi	8. Methods and techniques of supervision in public administration
9. Individualna supervizija v javni upravi	9. Individual supervision in public administration
10. Skupinska supervizija v javni upravi	10. Group supervision in public administration
11. Samozavedanje supervizorja v javni upravi	11. Self-awareness of supervisor in public administration
12. Regulacija in samoregulacija čustev supervizorja v javni upravi	12. Regulation and self-regulation of supervisor in public administration

Temeljna literatura in viri/Readings:

1. Kobolt, A., Žorga, S., Tancig, S., Dekleva, B. (2013). Supervizija. Pedagoška fakulteta, Ljubljana.
2. Rožič, T. (2015). Supervizija v psihoterapiji : regulacija afekta v relacijski superviziji in terapiji. Ljubljana-Vienna : Sigmund Freud University Press.
3. Vec, T. (2021). Supervizija v svetovalni dejavnosti v izobraževanju odraslih. Andragoški center Republike Slovenije. (25 strani).

Cilji in kompetence:

Cilji Študent: • 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. Kompetence • razumevanje supervizije v javni upravi, • sposobnost razumevanja vloge posameznika in vodje ter njegovih stisk v delovnem okolju, • sposobnost razumevanja tolerantnega, avtonomnega, skrbnega in občutljivega obravnavanja posameznika ali skupine, brez izrekanja sodb, • sposobnost uporabe osnovnih veščin supervizije, • sposobnost uporabe osnov samoregulacije in regulacije.

Objectives and competences:

Objectives Student: • Knows and understands the importance of supervision in the organization, • Knows the individual and group supervision in public administration. • Knows how to use techniques of supervision and how to manage individuals. • Understands the importance of self-regulation and regulation in public administration. Competences • Understanding supervision in public administration. • The ability to understand the role of individuals and leaders and his troubles in the working environment, • The ability to understand tolerant, careful and sensitive treatment of an individual or a group, passing no judgments, • The ability to use basic skills of supervision. • The ability to use the basics skills of self-regulation and regulation.
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Predvideni študijski rezultati:

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.

Intended learning outcomes:

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.

Metode poučevanja in učenja:

1. predavanje
2. praktične vaje
3. seminarsko delo / projektno delo
4. nastopi in predstavitve
5. študija primera
6. problemsko učenje
7. e-učenje

Learning and teaching methods:

1. lecture
2. practical work
3. coursework / project work
4. appearance and presentation
5. case study
6. problem based learning
7. e-learning

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)	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)

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).		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.
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Ocenjevalna lestvica:

5 - 10, pri čemer velja, da je pozitivna ocena od 6 - 10

Grading system:

5 - 10, a student passes the exam if he is graded from 6 to 10

Reference nosilca/Lecturer's references:

1. POLJANEC, Andreja, BUZETI, Jernej. Teachers' attachment, sickness absence and presenteeism : association between teachers' attachment and sickness absence and presenteeism in elementary schools. *Ricerche di pedagogia e didattica*. 2022, vol. 17, no. 3, str. 87-103, tabele. ISSN 1970-2221. <https://rpd.unibo.it/article/view/14993/15053>, DOI: 10.6092/issn.1970-2221/14993.
2. 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](#)].
3. 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](#)]