

COURSE INFORMATION SHEET

University: Catholic University in Ružomberok	
Faculty: Faculty of Education	
Course code: KMN/Mn-MD111A/22	Course title: Organization of Managerial Work
Type and range of planned learning activities and teaching methods: Form of instruction: Lecture / Seminar Recommended study range: hours weekly: 2 / 2 hours per semester: 26 / 26 Teaching method: on-site	
Credits: 6	Working load: 150 hours
Recommended semester/trimester: 3.	
Level of study: II.	
Prerequisites:	
Requirements for passing the course: Verification of the degree of acquisition of relevant knowledge, skills and competencies of the student is carried out on the basis of theoretical and practical examinations during the semester of the course and the final written test. During the semester, the student demonstrates his theoretical knowledge in the organization of managerial work in the form of written tests. Subsequently, it demonstrates the ability to implement theoretical knowledge of the organization of managerial work into practical conditions through the solution of case studies. Course evaluation: A – 100%-93% B – 92%-85% C – 84%-77% D – 76%-69% E – 68%-60% Fx – 59%- 0%	
Learning outcomes of the course: The aim of course: The aim of the course is to provide students with a comprehensive set of knowledge of the organization of managerial work to create a basis for the development of the manager's personality in the context of changes in the current business environment. Learning outcomes of the course: After completing the course the student will gain the following knowledge, skills and competencies: ~ acquires specific knowledge in the field of organization of managerial work with emphasis on defining personality characteristics of managers, their competencies, ~ acquires skills that form the basis of managerial work - communication, motivation, team leadership, time management, stress management. ~ is able to develop and perform managerial functions in an environment in which companies operate and which themselves generate additional demands on managers, such as the ability to behave ethically, socially responsibly, and be culturally sensitive.	
Course contents:	

1. Manager's personality and managerial competencies.
2. Personal management, self-management functions and their content.
3. Open communication.
4. Purposeful coaching.
5. Effective management of workshops.
6. Presentation skills.
7. Stress management and time management.
8. Effective motivation of subordinates.
9. Systematic talent management.
10. Effective team management.
11. Innovation management.
12. Socially responsible business.
13. Development of intercultural competence of a manager.

Recommended or required literature:

1. STACHO, Z., STACHOVÁ, K. 2017. Organizácia manažérskej práce. Bratislava : Wolters Kluwer, 2017. 304 s. ISBN 978-80-8168-719-8.
2. HITKA, M., LORINCOVÁ, S. 2016. Organizácia manažérskej práce. Zvolen : Technická univerzita vo Zvolene, 2016. 217 s. ISBN 978-80-228-2856-7.
3. BLÁŠKOVÁ, M. a kol. 2006. Riadenie a rozvoj vysokokvalifikovaného ľudského potenciálu. Zvolen : Technická univerzita vo Zvolene, 2006. 120 s. ISBN 80-228-1701-5.
4. PORVAZNÍK, J. a kol. 2007. Celostný manažment. Bratislava : Poradca podnikateľa, 2007. 540 s. ISBN 978-80-88931-73-7.
5. VETRÁKOVÁ, M., KLINCKOVÁ, J. 2013. Efektívna komunikácia – predpoklad úspešnosti manažéra. Banská Bystrica : UMB v Banskej Bystrici, 2013. 250 s. ISBN 978-80-557-0602-3.
6. KRÁĽOVIČ, J., GRZNÁR, M., ŠTRBOVÁ, E. 1993. Manažérske plánovanie. Zbierka príkladov. Bratislava: EU v Bratislave, 1993. ISBN 80-225-0468-8.
7. STRAČÁR, V. a kol. 1994. Organizácia manažérskej práce. Bratislava : EU v Bratislave, 1994. 166 s. ISBN. 80-225-0502-1.
8. ROBBINS, S., P., JUDGE, T., A. 2014. Essentials of Organizational Behavior (12-th edition), New York : Pearson Education, 2014. 376 s. ISBN 978-0-13-296850-8.

Language of instruction:

Slovak

Notes:

Course evaluation:

Assessed students in total: 42

A	B	C	D	E	FX
54.76	19.05	9.52	9.52	7.14	0.0

Name of lecturer(s): doc. Mgr. Ing. Milan Droppa, PhD.

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Supervisor(s):

People responsible for the delivery, development and quality of the study programme:

PhDr. ThLic. Martin Taraj, PhD., prof. Ing. Iveta Ubrežiová, CSc.