



### MODULE DESCRIPTION

Module code	full-time studies:	<b>Z-ZIP1-E-701b</b>
	part-time studies:	<b>Z-ZIPN1-E-701b</b>
Module name	<b>Career Coaching</b>	
Module name in Polish	<b>Coaching kariery</b>	
Valid from academic year	<b>2019/2020</b>	

### MODULE PLACEMENT IN THE SYLLABUS

Field of study	<b>MANAGEMENT AND PRODUCTION ENGINEERING</b>
Level of education	<b>1st degree</b>
Studies profile	<b>General</b>
Form and method of conducting classes	<b>Full-time and Part-time</b>
Specialisation	<b>All</b>
Unit conducting the module	<b>Department of Management and Marketing</b>
Module co-ordinator	<b>Katarzyna Kiliańska, PhD</b>
Approved by:	<b>Dariusz Bojczuk, PhD, DSc</b>

### MODULE OVERVIEW

Type of subject / group of subjects	<b>Basic</b>
Module status	<b>Non-compulsory</b>
Language of conducting classes	<b>English</b>
Module placement in the syllabus - semester	<b>Semester VII</b>
Initial requirements	<b>No requirements</b>
Examination (YES/NO)	<b>NO</b>
Number of ECTS credit points	<b>1</b>

Method of conducting classes		Lecture	Classes	Laboratory	Project	Other
Per semester	full-time studies:		<b>15</b>			
	part-time studies:		<b>9</b>			

## TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Category	Symbol	Learning outcomes	Assignations to the directional learning out-comes
Knowledge	W01	A student has knowledge of the basics of personal development management.	ZIP1_W13
	W02	A student has knowledge and understands the importance of career coaching. He knows that career coaching facilitates functioning in business entities.	ZIP1_W17
Skills	U01	A student has the ability to search, analyze and use information creatively.	ZIP1_U01
	U02	A student is able to work individually and in a team. They independently plan their own professional career or cooperate in this area with other people.	ZIP1_U02
	U03	A student has the ability to self-study. Can analyze and interpret social phenomena in order to constantly improve professional competences.	ZIP1_U06
Social competences	K01	A student understands the need for lifelong learning, updating knowledge and improving personal and social professional competences.	ZIP1_K01
	K02	A student is ready to think and act creatively, understands the importance of professional activities in the field of career coaching. A student is ready to motivate himself and others. Can cooperate with respect for the diversity of views and cultures.	ZIP1_K03

## TEACHING CONTENTS

Method of conducting classes	Teaching contents
Classes	<p>Modern labor market.</p> <p>Effective self-presentation in the selection process.</p> <p>Life Long Learning concept. Coaching - meaning, goals, tasks, functions. Characteristics of a coach's work.</p> <p>Interpersonal communication as the basis of a coach's work.</p> <p>Required qualifications in the work of a coach. Building a relationship with the client, building trust. Coaching process.</p> <p>Motivation and motivation.</p> <p>Determining potential, setting goals, individual action plan, motivating the coach.</p> <p>Coaching tools. Coaching conversation, tools to support goal setting, stimulate motivation. Influence techniques.</p> <p>Identifying one's own potential, defining the needs and expectations of a professional career, competency models, setting priorities. Self diagnosis.</p> <p>Training of skills useful in the work of a coach - group exercises.</p>

## METHODS OF ASSESSING TEACHING RESULTS

Symbol	Methods of checking the learning outcomes (select X)					
	Oral exam	Written exam	Test	Project	Statement	Other
W01			X			
W02			X			
U01			X			
U02			X			
U03			X			
K01						X
K02						X

## FORM AND CONDITIONS OF PASSING

Form of classes	Form of credit	Passing conditions
Classes	Credit with grade	Obtaining at least 50% of the points from the final test taking place in the last class. A very good grade may be obtained by students who are active in the classes, take active part in the discussion, and perform additional tasks (developed independently or in groups outside the duration of the classes).

## STUDENT WORKLOAD

Balance of ECTS points												
No.	Type of student's activity	Student's workload										Unit
		full-time					part-time					
1.	Participation in the activities	Lc	C	Lb	P	O	Lc	C	Lb	P	O	h
			15					9				
2.	Other (consultation, exam)		2					2				h
3.	Number of hours of a student's as- sisted work	17					11					h
4.	Number of ECTS credit points which are allocated for assisted work	0,7					0,4					ECTS
5.	Number of hours of a student's un- assisted work	8					14					h
6.	Number of ECTS credit points which a student receives for unassisted work	0,3					0,6					ECTS
7.	Work input connected with practical classes	25					25					h
8.	Number of ECTS credit points which a student receives for practical classes	1,0					1,0					ECTS
9.	Total number of hours of a stu- dent's work	25					25					h
10.	Punkty ECTS za modul <i>1 ECTS=25 hours</i>	1										ECTS

## LITERATURE

1. Bolles R.N. (2010), *What Color Is Your Parachute?* Job-Hunters Workbook, Sixth Edition. A Companion to the Best-selling, AtriaEmily Bestler Books.
2. Lore N. (2012), *The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success*, Touchstone, New York.
3. Pink D.H. (2011), *Drive: The Surprising Truth About What Motivates Us*, Riverhead Books, New York.