![UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW]

Field of study:

Psychology

> **Subject: Practical skills in the labour market**

Level of study: graduate studies
System of study: Full-time
Profile of studies: general academic
Subject: Practical skills in the labour market

Form of classes and the ECTS points

	Number of hours	ECTS points	Credit
workshops	30		credit with mark
Total	30	5	

Aims of teaching

The aim of the workshop is to prepare students to make first steps in polish labour market. Thanks to form of lessons students get knowledge and abilities necessary to for example.: to build application documents, find a job, pass the interwiew with employer.
After 30 hours classes each student will have preapred complete application documents and can apply to job in Poland.

Intended learning outcomes

KNOWLEDGE		
SYMBOL	**DESCRIPTION**	**REFERENCE TO THE PROFILE OUTCOME**
P_W1	Student identifies his skills and personal traits and can use it during writing a cover letter or CV.	Ps_WK03_Mgr Ps_WK04_Mgr
P_W2	Each class participant can prepare and present given topic in attractive form to audience, and explain on simple exmaples terms and concepts which was used during the classes.	Ps_WK03_Mgr
P_W3	Student, using computer programms can present his/her candidature as a employee.	Ps_WK04_Mgr

SKILLS		
SYMBOL	**DESCRIPTION**	**REFERENCE TO THE PROFILE OUTCOME**
P_U1	Participants efficiently uses computer programs used to write application documents.	Ps_UK03_Mgr Ps_UU01_Mgr
P_U2	Student can formulate descriptions useful when creating documents.	Ps_UU01_Mgr
P_U3	Student know the most common questions putting during interview.	Ps_UU01_Mgr
P_U4	Student speaks English throughout the entire course and during work with programs enabling the preparation of multimedia presentations	Ps_UK03_Mgr

SOCIAL COMPETENCES		
SYMBOL	**DESCRIPTION**	**REFERENCE TO THE PROFILE OUTCOME**
P_K1	Participants knows the structure of a business plan and can prepare it in groups.	Ps_KO04_Mgr
P_K2	Student can work with a group and individually. She/He can present his own opinion, and also argue it.	Ps_KK01_Mgr
P_K3	Participant understands the importance of correctness of the materials he / she prepares.	Ps_KK04_Mgr

Course content

NUMBER	DESCRIPTION	FORM OF CLASSES	NUMBER OF HOURS
1	Labour market in Poland: your rights as a student, an employee and a person.	workshops	4 / 4
2	Application documents.	workshops	5 / 5
3	How to find a job?	workshops	4 / 4
4	Recruitment proces.	workshops	4 / 4
5	Dress up! – first impression in business.	workshops	3 / 3
6	How to create your own company (personal marketing).	workshops	3 / 3
7	Talking about salary.	workshops	3 / 3
8	Psychology and what next? Your professional potential.	workshops	4 / 4

Conditions of completion

WORKSHOPS

TYPE OF CREDIT	CREDIT INFLUENCE (IN %)
Presence in classes	10
Class work	40
Exercises final credit	50

Teaching methods

- Discussion
- exercises
- group presentations
- games
- homeworks
- group work
- multimedia presentations
- lectures with discussion
- writing and individual case study assignment

Reading (compulsory)

- Lack of literature

Reading (additional)

- Accace. Labour law and employment in Poland. 2019

Odniesienie efektów przedmiotowych do efektów kierunkowych, treści kształcenia, metod weryfikacji

SYMBOL	REFERENCE OF A GIVEN OUTCOME TO THE PROFILE OUTCOME	REFERENCE OF A GIVEN OUTCOME TO THE COURSE CONTENT	REFERENCE OF A GIVEN OUTCOME TO THE VERIFICATION METHODS
KNOWLEDGE			
P_W1	Ps_WK03_Mgr Ps_WK04_Mgr	2 6 8	Active class participation Discussion and group work during exercises
P_W2	Ps_WK03_Mgr		class activity Individual and group assignments project
P_W3	Ps_WK04_Mgr		Active class participation Individual and group assignments Homeworks
SYMBOL	REFERENCE OF A GIVEN OUTCOME TO THE PROFILE OUTCOME	REFERENCE OF A GIVEN OUTCOME TO THE COURSE CONTENT	REFERENCE OF A GIVEN OUTCOME TO THE VERIFICATION METHODS
SKILLS			
P_U1	Ps_UK03_Mgr Ps_UU01_Mgr	2 3 4	Homeworks Individual and group assignments
P_U2	Ps_UU01_Mgr		Discussion and group work during exercises
P_U3	Ps_UU01_Mgr		Active class participation class activity Individual and group assignments
P_U4	Ps_UK03_Mgr		class activity
SYMBOL	REFERENCE OF A GIVEN OUTCOME TO THE PROFILE OUTCOME	REFERENCE OF A GIVEN OUTCOME TO THE COURSE CONTENT	REFERENCE OF A GIVEN OUTCOME TO THE VERIFICATION METHODS
SOCIAL COMPETENCES			
P_K1	Ps_KO04_Mgr	1 2 3 5 6 7 8	Active class participation Individual and group assignments Discussion and group work during exercises

SYMBOL	REFERENCE OF A GIVEN OUTCOME TO THE PROFILE OUTCOME	REFERENCE OF A GIVEN OUTCOME TO THE COURSE CONTENT	REFERENCE OF A GIVEN OUTCOME TO THE VERIFICATION METHODS
SOCIAL COMPETENCES			
P_K2	Ps_KK01_Mgr		Discussion and group work during exercises
P_K3	Ps_KK04_Mgr		Discussion and group work during exercises