

**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 interview 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<br>Ps_WK04_Mgr       |
| P_W2               | Each class participant can prepare and present given topic in attractive form to audience, and explain on simple examples terms and concepts which was used during the classes. | Ps_WK03_Mgr                      |
| P_W3               | Student, using computer programmes 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<br>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

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### WORKSHOPS

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

## Teaching methods

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

## Reading (compulsory)

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- Lack of literature

## Reading (additional)

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- 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                                                     |
|---------------------------|-----------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE</b>          |                                                     |                                                    |                                                                                                              |
| P_W1                      | Ps_WK03_Mgr<br>Ps_WK04_Mgr                          | 2<br>6<br>8                                        | Active class participation<br>Discussion and group work during exercises                                     |
| P_W2                      | Ps_WK03_Mgr                                         |                                                    | class activity<br>Individual and group assignments<br>project                                                |
| P_W3                      | Ps_WK04_Mgr                                         |                                                    | Active class participation<br>Individual and group assignments<br>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                                                     |
| <b>SKILLS</b>             |                                                     |                                                    |                                                                                                              |
| P_U1                      | Ps_UK03_Mgr<br>Ps_UU01_Mgr                          | 2<br>3<br>4                                        | Homeworks<br>Individual and group assignments                                                                |
| P_U2                      | Ps_UU01_Mgr                                         |                                                    | Discussion and group work during exercises                                                                   |
| P_U3                      | Ps_UU01_Mgr                                         |                                                    | Active class participation<br>class activity<br>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                                                     |
| <b>SOCIAL COMPETENCES</b> |                                                     |                                                    |                                                                                                              |
| P_K1                      | Ps_KO04_Mgr                                         | 1<br>2<br>3<br>5<br>6<br>7<br>8                    | Active class participation<br>Individual and group assignments<br>Discussion and group work during exercises |

| SYMBOL                    | REFERENCE OF A GIVEN OUTCOME<br>TO THE PROFILE OUTCOME | REFERENCE OF A GIVEN OUTCOME<br>TO THE COURSE CONTENT | REFERENCE OF A GIVEN<br>OUTCOME TO THE<br>VERIFICATION METHODS |
|---------------------------|--------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------|
| <b>SOCIAL COMPETENCES</b> |                                                        |                                                       |                                                                |
| P_K2                      | Ps_KK01_Mgr                                            |                                                       | Discussion and group<br>work during exercises                  |
| P_K3                      | Ps_KK04_Mgr                                            |                                                       | Discussion and group<br>work during exercises                  |