

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Pryazovskyi State Technical University

Carrier Managing, Soft skills for engineers, basics of technical creativity

PROGRAM

academic discipline

to obtain a master's degree

specialty - 275 Transportation technologies

specializations 275 Transportation technologies (at automobile transport)

educational and professional program "Crisis and risk engineering in the field of transport services"



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PROGRAM DEVELOPER:

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The program was approved at a meeting of the Department Industrial transportation technologies

18.06 2020, Minutes № 19

Head of the department _____ (Maslak G.V.)

(signature)

Approved by the methodical commission of the faculty of transport technologies

26.06. 2020, Minutes № 11

Dean _____ (Zakharenko N.S.)

(signature)

Approved by the Academic Council of PSTU

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Introduction

The program of study of the discipline "Carrier Managing, Soft skills for engineers, basics of technical creativity" prepared in accordance with educational programs of training candidates for other master's level of higher education 275 Transportation technologies, specialization 275.03 Transportation technologies (at automobile transport) educational program the Engineering of crises and risks in the sphere of transport services.

The subject of study of the discipline is a detailed disclosure of employment technology and design career that involves the study of employment, employment, unemployment, public works, retraining, and that allows young professionals to navigate the labor market to adequately assess the needs of the market, its requirements and opportunities to have information about the main methods of job search, different strategies of employment, to develop skills of effective self-presentation resume writing for professionals. This practically oriented course for concepts are all important factors that affect survival in the labour market, including, in particular, a methodology for managing Six Sigma.

Interdisciplinary connections:

Previous discipline for successful studying of discipline is necessary to know the discipline of training of bachelor on speciality "Transport technologies", in particular "General course of transport", "Bases of psychology and self-education", "Fundamentals of management", "logistics", "Organization of international transportations".

Provide discipline – "project Management and leadership in the logistics and research through open communication and team work," "New challenges in crisis management and risk management in logistics systems", the course "career Management "soft skills for engineers, fundamentals of technical creativity" is also the basis for the fulfilment of master's thesis and independent scientific and engineering research activities.

Discipline program consists of the following content modules:

1. Management as rou and skills soft-skills and hard-skills.
3. Technical creativity as a form of public-beneficial activities.

1. The purpose and objectives of the discipline

1.1. The aim of teaching the discipline "Carrier Managing, Soft skills for engineers, basics of technical creativity" is the formation of knowledge, skills and personal commitment to action, promoting success in employment and professional career, developing ideas and practical skills to build employment process and undergo different types of interviews to achieve the goals, aid students in obtaining documents necessary for employment, so as to enhance their representativeness and competitiveness in the labour market, to apply the received knowledge in practice.

1.2. The main objectives of the discipline "Carrier Managing, Soft skills for engineers, basics of technical creativity" are

- to form in higher education seekers a stable motivation to study the discipline and the need for systematic knowledge in this area;
- on the basis of theoretical knowledge to form practical skills and abilities of job search, employment and career building;
- to form a holistic view of the situation on the labor market:
- to form the ability to determine the most effective ways, means and methods of success in professional and career growth;
- to form motivation for career development;
- teach the techniques of effective self-presentation;
- to acquaint higher education students with the system of concepts and relevant concepts that form the basis of this discipline.

1.3. List of competencies:

1. The development of anti-crisis strategies
2. The ability to organize collective work, and to motivate and control its operation.
3. The ability to search for, process and analyse information from different sources by using modern information and communication technologies

4. Ability to communicate with professional and General audiences, present information in oral, print or other form in official and foreign languages at a professional level.

5. The ability to communicate with colleagues, wider scientific community and the public at both the national and international levels for the implementation of an innovative project or solving scientific problems.

In accordance with the requirements of the educational-professional program applicants for higher education should:

facts:

- advanced knowledge of survival in the labor market
- understanding of the benefits of Six Sigma such as process improvements, increased productivity,
- lower operating costs, increase throughput and improve job stages of employment

basic methods of job search

- modern technologies of employment; the basic rules of writing resumes, cover and reference letters
- the peculiarities of adaptation of young specialists in the company;
- the real situation on the labour market;
- the concept of career and its types;
- career stages and their specificity;
- principles of planning and management of career;
- employment agencies, principles and methods of their work;

legal aspects of the relationship with the employer;

to be able to:

- to operate the basic concepts of the discipline;
- to develop anti-crisis strategy;
- the ability to understand the importance of interpersonal skills such as communication, in the business world and how to make the right decision for the organization.
- ability to define success in the labor market and determine the importance of Six Sigma methodology.
- develop and plan a program of employment;
- use the information in their professional activities.
- to analyze the changes occurring in the labour market, and to take them into account in their professional activities;
- plan and control changes in their career;
- to make a summary;
- to evaluate job offers;
- effectively use the obtained theoretical knowledge in job search;
- choose the most effective strategy and tactics of behavior in conflict;
- use the project management techniques presented in the course;
- to make the choice of appropriate strategies for survival in the labour market;

The study of the discipline is given 150 hours, 5 ECTS credits.

2. Information volume of the discipline

Content module 1.

1 Introductory lecture

The purpose and objectives of the discipline, the specifics of the course (practice-oriented, focus on personal development), guidelines for the course, the requirements for knowledge, skills, forms of control. Incoming control of knowledge, skills, and employability skills of students

2 Career as a strategy of working life

The definition of a career. Types and options for career advancement. Basic theoretical information about the theory of career choice. The labour market. Career strategy. The formation of career goals. The implementation of calling in professional selection and determination of the place of work in the system of life values.

3 Management as row

The system of career management as an element of personnel management. Two components of management as raw. Model of career development. Phases of formation of the professional and the stages of planning and implementation career.

4 Career Planning

Technology career planning. Skeleton model of career planning. Levels of career planning.

5 Career Development

Motivation career. Objective and subjective conditions career. The indicators characterizing the efficiency of management and career development. Self-development.

6 Skills soft-skills and hard-skills

Professions of the future. Cross-professional skills in the jobs of the future. Triangle development. Principal competencies. The communications strategy. Management skills. Entrepreneurial skills. Business etiquette. Individual development plan. Methods of skills development. The self-study. Search feedback. Learning from the experience of others and networking. Special tasks (background training). Development in the process. Coaching and mentoring. Semicoking.

Content module 2.

7 Effective organization behavior

Human behavior in organizations. Requirements rganic to spivrobotnyky. Organizational behavior. The process of adaptation spivrobotnyky. Skills develop and maintain business relationships (networking). Conflict in the organization. Conflict types. Types konfliktnykh personalities. Rational behavior in conflict. Error in virisina conflicts. Emotional intelligence. Leadership and team work. Teamwork and team building.

8 Planning Skills and time management

Planning skills and time management. Time management. Work with information and decision-making.

9 Concepts of quality management

The Concept Of Lean Six Sigma. Basic skills of sales and negotiations Public speaking and presentations. Project thinking. Skill trainings. Cycle The Bulb.

10 Technical creativity as a kind of socially useful activities

Technical creativity as a form of public benefit activities. The legislation of Ukraine in the sphere of intellectual property. International legal documents in the field of intellectual property. Basic concepts and terms. Organization of research and creative work. Stages of technical creativity during the creation of technical objects. Ethics of scientific and technical creativity. Fundamentals of technical modeling and design.

11 Methods of rational solution of inventive problems

General Information. Basic concepts of heuristics. Method of dialogue. Trial and error method. The method of brainstorming. Method of control questions. Seven-time search method. Synectics. Method of morphological analysis. Focal object method. Algorithms for solving inventive problems (AVVZ).

12 Organization of research work

Stages of research work. Defining methods, object and subject of research. Steps of writing a research paper. Approximate plan for writing the work. Basic requirements for the design and structure of research work. discipline is given 150 hours, 5 credits ECTS.

3. Recommended literature

1. Dale Carnegie. How to Win Friends and Influence People (Paperback). – Inc. Collins, 2008, – 291 p.
2. Crucial Conversations: Tools for Talking When Stakes Are High (Paperback) by Kerry Patterson. – McGraw-Hill Education, 2011. – 256 p.
3. Influence: The Psychology of Persuasion (Paperback) by Robert B. Cialdin. – Harper Business, 2007. – 336 p.

4. Дэвид Аллен. Как привести дела в порядок. Искусство продуктивности без стресса. – Киев: Ман, Иванов и Фербер, 2014. – 368 с.
5. Ден Вальдшмид. Вийди за межі. Забудь про успіх – стань видатним. – Київ: Клуб сімейного дозвілля, 2016. – 179 с.
6. Стивен Кови. 7 звичок надзвичайно ефективних людей. – Київ: Клуб сімейного дозвілля, 2014. – 384 с.
7. Грег Маккеон. Коротко і по суті. – Київ: Наш формат, 2017. – 224 с.
8. Денел Гоулман. Емоційний інтелект. – Київ: Віват, 2018. – 512 с.
9. Джефф Сазерленд. Scrum. Навчись робити вдвічі більше за менший час. – Київ: Клуб сімейного дозвілля, 2016. – 280 с.
10. Александр Остервальдер, Ив Пинье, Тим Кларк. Твоя бизнес-модель: Системный подход к построению карьеры.– Киев: Альпина Паблишер, 2019. – 258 с.
11. Гуру Мадхаван. Думай как инженер. Как превращать проблемы в возможности.– Київ: Ман, Иванов и Фербер, 2016. – 256 с.
12. Сьюзан Дэвид. Как научиться радоваться переменам и получать удовольствие от работы и жизни. – Киев: Ман, Иванов и Фербер, 2019. – 304 с.
13. Дейл Карнеги. Как взлететь по карьерной лестнице. – Киев: Попурри, 2013. – 224 с.
14. Вулвей, Дуг Лемов, Кейти Еджи. От знаний к навыкам. Универсальные правила эффективной тренировки любых умений. – Киев: Ман, Иванов и Фербер, 2013. – 324 с.
15. Кузнецов Ю.М., Литвин О.В. Практикум з дисципліни "Основи технічної творчості" / Під ред. Ю.М. Кузнецова. - К.: ТОВ "ЗМОК" - ТОВ "ТНОЗІС", 2010. – 160 с.
16. Кузнецов Ю. М., Косенюк Г. В., Данильченко М. Г. Інтелектуальна власність. За заг. ред. Ю. М. Кузнецова. – Тернопіль: Економічна думка, 2006. – 420 с.
17. Кузнецов Ю. М. Патентознавство та авторське право: Підручник. – К.: Кондор, 2005. – 428 с.
18. Методичні рекомендації про порядок складання, подачі і розгляду заяви на раціоналізаторську пропозицію: наказ Держпатенту України № 131 від 27 серпня 1995 р.
19. Ростовський В. С. Основи наукових досліджень і технічної творчості: підруч. для студ. вищ. навч. закл. / В. С. Ростовський, Н. В. Дібрівська – К.: Центр учбової літератури, 2009. – 96 с.

Information resources

20. <https://drive.google.com/drive/folders/1h7IA9AHJB1LwzSqeGpsI-BFs5w3p-DWn>
21. <http://rudocs.exdat.com/docs/index-65706.html>
22. http://abc.vvsu.ru/Books/up_tehnot_karjery/page0006.as
23. <http://mo.pstu.edu/> (методичне забезпечення ДВНЗ «ПДТУ»)
<http://ds.pstu.edu/> (матеріали дистанційної освіти ДВНЗ «ПДТУ»)

4. Form of final control of learning success - diff. credit.

5. Tools for diagnosing learning success.

Oral and written questioning, testing, current and modular control work, assessment of attendance and activity at lectures, practical classes, defense of practical work, defense or assessment of independent work.