

## Information sheet for the course Relations in the Workplace

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> <i>LZP44</i>	<b>Course unit title:</b> <i>Relations in the Workplace</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i> <i>Seminar:</i>	
<b>Number of credits:</b> <i>4</i>	
<b>Recommended semester:</b> <i>1<sup>st</sup> semester 1<sup>st</sup> year</i>	
<b>Degree of study:</b> <i>II. (engineer, magister)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assesment methods:</b> <i>Attendance of lectures and submission of a seminar paper (maximum 70 points, required minimum 42 points), passing of a test with emphasis on theoretical concepts (maximum 30 points, required minimum 18 points). Final course grade reflects the sum of the scores from seminar paper and theoretical test (required minimum - 60 points) provided that the student received a required minimum number of points in both partial evaluations. Grade A: 100 – 92, grade B: 91 – 84, grade C: 83 - 76, grade D: 75 – 68, grade E: 67 – 60, grade FX: 59 and less. At the end of the semester: examination. Final evaluation: Achieved average.</i>	
<b>Learning outcomes of the course unit:</b> <i>The student completing the subject acquires an overview of the theoretical basis in the field of employee relations, collective labor relations, management and prevention of conflict situations in the workplace. The student should be able to navigate the interpersonal relationships in the workplace, be able to anticipate possible conflicts and learn to deal with them while eliminating the risks in accordance with the requirements of EU legislation. The student should understand the methods of operational management within the context of methods applied in other areas of management, basic methods and techniques of teamwork, essentials of exact methods and their implementation in solving relatively simple employment relationships and potential conflicts, essentials of independent management and delegation of tasks as applied in practice. After successful completion of the learning process the student should be prepared to pursue further university studies.</i>	
<b>Course contents:</b> <ol style="list-style-type: none"><li><i>1. Introduction and definition of basic terms.</i></li><li><i>2. Foundations of ethics and morality.</i></li><li><i>3. Employee relations at various levels.</i></li><li><i>4. Employee Relations in terms of legal, professional and personal approach.</i></li><li><i>5. Employee relations in a multicultural team.</i></li><li><i>6. Forms of employee motivation and possibilities of their application.</i></li><li><i>7. Forms of bullying in the workplace and their potential elimination.</i></li><li><i>8. Social harmony in the workplace.</i></li><li><i>9. Forms and causes of collective discontent. The role of trade unions in solving collective discontent.</i></li><li><i>10. Possibilities of collective bargaining.</i></li><li><i>11. Possibilities of conflict prevention in the workplace. Application of managerial and leadership skills in the process of guiding and motivating of the team.</i></li><li><i>12. Current problems in the field of employee relations.</i></li><li><i>13. Free theme as chosen by the students. Presentation of selected case studies.</i></li></ol>	

**Recommended of required reading:**

*Amstrong, M.: Personální manažment. Grada Publishing, Praha 2007*  
*Barancová, H.: Možnosti a hranice liberalizácie pracovných vzťahov. Sprint dva, Bratislava 2011*  
*Carnegie, D: Jak získat přátele a působit na lidi. TALPRESS, Praha 1997*  
*Hickman, C. R.: Manažéri a lídri. Tlačiarne Garmound, Partizánske 1995*  
*Kachaňáková, A.: Podniková kultúra. Ekonóm, Bratislava 2002*  
*Koubek, J.: Řízení lidských zdrojů. Základy moderní personalistiky. Management Press, Praha 2009*  
*Letovancová, E.: Psychológia v manažmente. UK, Bratislava 2002*  
*Majtán, M.: Manažment. Sprint, Bratislava 2003*  
*Szarková, M.: Komunikačné nástroje v systéme riadenia. Ekonóm, Bratislava 2008*  
*Právne predpisy:*  
*Zákon o kolektívnom vyjednávaní, Zákonník práce, Charta základných práv Európskej únie, Dohovor o prístupe k informáciám, účasti verejnosti na rozhodovacom procese a prístupe k spravodlivosti v záležitostiach prostredia a podobne*  
*Časopis FSEV – Sociálno-ekonomická revue – Odporúčané články a štúdie*

**Language:** Slovak**Remarks:**

*The course is offered in the winter semester of the first year of full-time graduate studies and in the winter semester of the first year of external graduate studies. This course is mandatory.*

**Evaluation history:**

A	B	C	D	E	FX
42.3	23.03	16.88	8.21	8.32	1.25

**Lectures:**

*Ing. Anna Štefančíková, PhD.*

**Last modification:** 28.05.2014**Supervisor:** doc. Mgr. Sergej Vojtovič, DrSc.