

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Osebna odličnost
Course title:	Personal excellence

Študijski program in stopnja <i>Study programme and level</i>	Študijska smer <i>Study field</i>	Letnik <i>Academic year</i>	Semester <i>Semester</i>
Menedžment kakovosti Podiplomski (druga)	Program nima smeri	1. / 2.	2. / 4.
Quality Management Graduate-Master (Second)	The program has no study fields	1 / 2	2 / 4

Vrsta predmeta / Course type: Izbirni | Elective

Univerzitetna koda predmeta / University course code: 021026-01

Predavanja <i>Lectures</i>	Seminar <i>Seminar</i>	Sem. vaje <i>Tutorial</i>	Lab. vaje <i>Laboratory work</i>	Teren. vaje <i>Field work</i>	Samost. delo <i>Individ. work</i>	ECTS
30	-	20	-	-	100	5

Nosilec predmeta / Lecturer: prof. dr. Marija Ovsenik | Marija Ovsenik, PhD
Full Professor

Jeziki / Languages:

Predavanja / Lectures:	Vaje / Tutorial:
Slovenski	Slovenski
Slovenian	Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

- Vpis v 1. letnik študija.
- Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

Prerequisites:

- Enrolment in the first year of study.
- The student must prepare and defend an empirical seminar paper as a prerequisite for the final exam.

Vsebina:

1. Temeljna načela osebne odličnosti in predpostavke, ki omogočajo razumevanje sveta, v katerem živimo, preusmeritev v pozitivno naravnost ter prevzemanje odgovornosti.
2. Model zaznavanja VAKOG in moč podmodalnosti.
3. Razvoj jezikovnih spretnosti, komunikacijski model in metamodel jezika.
4. Model za podajanje kritike.
5. Dobro oblikovanje ciljev po SMART kriterijih, členjenje ciljev.
6. Strategije upravljanja z notranjimi viri
7. Komunikacija z nezavednimi deli osebnosti.
8. Ravni osebnosti in Diltsova piramida.
9. Prepoznavanje različnih tipov ljudi.
10. Uvod v delo s časovno črto.

Content (Syllabus outline):

1. The basic principle of personal excellence and assumptions to understand the world in which we live, conversion to a positive attitude and taking responsibility.
2. Model VAKOG sensibility and power Sub modality.
3. The development of language skills, communication model and meta-model of language.
4. Model for expressing critique.
5. Good forming objectives according to SMART criteria, linking of goals.
6. Management strategy with internal resource.
7. Communication with the unconscious parts of the personality.
8. Levels of personality and R. Dilts Pyramid.
9. Identifying different types of people.

Temeljna literatura in viri / Readings**Obvezna literature / Required reading(s):**

- O'Connor, J., & Seymour, J. (2011). *Psychological Skills for Understanding and Influencing People*. San Francisco: Conari Press.
- Schwarz, A.A., & Schweppe, R.P. (2005). *Moč podzavesti*. Ljubljana: Mladinska knjiga.

Dodatna – dopolnilna / Recommended reading(s):

- Robbins, A. (2000). *Prebudite velikana v sebi*. Ljubljana: Založba Tuma.
- Ackerman, D. (2002). *O naravi čutnega*. Ljubljana: Znanstveno in publicistično središče.

Cilji in kompetence:

- Razumevanje in upoštevanje raznolikosti globalnega okolja pri organizaciji, izvajanju in nenehnem izboljševanju celovite kakovosti in poslovne odličnosti.
- Usposobljenost za prepoznavanje potreb po spremembah in uvajanju le teh.
- Razvoj komunikacijskih sposobnosti in spretnosti za komuniciranje z različnimi okolji.
- Sposobnost timskega dela, tj. pripravljenost na sodelovanje, kooperativnost, upoštevanje mnenj drugih in izpolnjevanje dogovorjene vloge v okviru tima in skupine.
- Usposobljenost za sprejemanje odgovornosti za profesionalni razvoj in učenje, izboljševanje lastnega dela skozi evalvacijo z namenom samopreseganja in s tem nenehnega izboljševanja kakovost in odličnost dela.
- Internalizacija temeljnih gradnikov sodobne paradigme kakovosti in odličnosti.
- Sposobnost usmerjanja in izmenjave znanja v okviru kulture stalnega učenja, inoviranja in izboljševanja.
- Zmožnost družbeno odgovornega delovanja na osnovi etičnosti ter preseganja pričakovanj in pravil najširše družbe.
- Usposobljenost za reševanje konkretnih delovnih problemov z uporabo znanstvenih metod in postopkov.
- Organizacijske in vodstvene spretnosti za usmerjanje dela v organizaciji.

Objectives and competences:

- Understanding and respecting the diversity of the global organizational environment, implementation and continuous improvement of overall quality and business excellence.
- Skills to identify needs for change and its application. Using methodological tools, i.e., implementation, coordination, and organization of research, using various research methods and techniques.
- The development of communication skills and abilities to communicate with different environments.
- Ability for teamwork, i.e., willingness to collaborate and cooperate, respecting the opinions of others and completing the designated task within the team and group.
- The competency to take responsibility for professional development and learning, improving one's own work through evaluations with a view to self-transcend, and as such, the continuous improvement of quality and excellence.
- Internalizing the fundamental building blocks of contemporary paradigms of quality and excellence.
- The ability to direct the creative capacities of staff and personnel that are based on shared values and a culture of trust and empowerment that encourages inclusion for everyone.
- The ability for social responsible actions on the basis of ethics and exceeding expectations and norms of the general society as a whole.
- The ability and skills to solve concrete work-related problems using scientific methods and procedures.
- Organizational and leadership skills to guide tasks and work in the organization.

Predvideni študijski rezultati:**Intended learning outcomes:**

<p>Študent/študentka:</p> <ul style="list-style-type: none"> – Pridobi sposobnost zaznavanja in analiziranja pojavov in procesov v svojem življenjskem organizacijskem okolju, njihovo vrednotenje in temu primerno reagiranje; – pridobi znanja in spoznanja, ki so predpostavka za razvoj osebe s socialnim čutom, za solidarnost do sočloveka in narave; – pridobi samozavest in občutek pripravljenosti opravljanje zahtevanih nalog; – usposobi se za ustrezen izbor in načrtovanje lastne karijerne poti; – prepozna kako so vrednote v interakciji s kakovostjo življenja – seznaneni se osnovnimi pojmi, ki so potrebni za razumevanje vedenja ljudi v različnih okoliščinah, predvsem v poslovnih razmerjih in z njimi povezanih formalnih in neformalnih procesih, – spozna, kako celostno in učinkovito komunicirati, odkrivati lastne miselne vzorce in vedenjske strategije – razume vedenjske vzorce in strategije drugih (sodelavcev, partnerjev ...). 	<p>The student will:</p> <ul style="list-style-type: none"> – Acquire the ability to detect and analyse phenomena and processes in their own organizational life environments, to evaluate and react accordingly. – Acquire knowledge and understanding that are prerequisite for the development of an individual with a social sense of solidarity for other people and nature. – Gain self-confidence and feeling of readiness for performing required tasks. – Be qualified for the appropriate selection and design of one's own career growth path. – Understand how values interact with quality of life. – Be introduced to the basic concepts necessary for understanding the behaviour of people in different situations, particularly in business relationships and related formal and informal processes. – Learn how to communicate holistically and effectively, how to discover their own patterns of thoughts, and behavioural strategies. – Learn to understand behavioural patterns and strategies of others (co-workers, colleagues, partners ...).
---	--

<p>Metode poučevanja in učenja:</p> <ul style="list-style-type: none"> – Predavanja z aktivno udeležbo študentov (razlaga snovi, pogovori, vprašanja, primeri, reševanje problemov). – Seminarske vaje v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, pogovori, sporočanje povratne informacije, socialne igre, ekskurzija). – Individualne in skupinske konzultacije (pogovori, dodatna razlaga, obravnava specifičnih vprašanj). – Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje). 	<p>Learning and teaching methods:</p> <ul style="list-style-type: none"> – Lectures with active student participation (discussions, talks, questioning, cases, problem-solving). – Seminar papers in connection to practice (reflections from experience, project work, teamwork, methods of critical thinking, talks, providing feedback, social games, excursions). – Individual and group consultations (discussions, additional explanations, discussing specific questions). – Facilitating independent study and research (motivating, directing, self-examination, self-regulation, reflection, and self-assessment).
--	---

Načini ocenjevanja:	Delež / Weight (%)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt)		<i>Type (examination, oral, coursework, project)</i>
– Pisni/ustni izpit	60%	– Written / Oral Exam
– Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge	40%	– Empirical seminar paper with reports from seminar work and seminar paper presentation

<p>Reference nosilca / Lecturer`s references:</p> <ul style="list-style-type: none"> – OVSENIK, Marija, AMBROŽ, Milan. Celovitost in neznatnost organizacije. Ljubljana: Institut za management, 2010. 202 str., ilustr. ISBN 978-961-269-203-2. [COBISS.SI-ID 249815296] – OVSENIK, Marija, AMBROŽ, Milan. Upravljanje sprememb poslovnih procesov. 1. natis. Portorož: Turistica, Visoka šola za turizem, 2006. 271 str., ilustr., graf. prikazi. ISBN 961-6469-19-3. [COBISS.SI-ID 227754752]

- OVSENIK, Marija, AMBROŽ, Milan. Neprofitni sektor na področju socialnih uslug. Zenica: Dom štampe, 2002. 183 str., ilustr. ISBN 9958-42-068-6. [COBISS.SI-ID 279262]
- OVSENIK, Marija, AMBROŽ, Milan. Ustvarjalno vodenje poslovnih procesov. Portorož: Turistica, Visoka šola za turizem, 2000. 309 str., ilustr., tabele. ISBN 961-90420-5-0. [COBISS.SI-ID 106189824]
- OVSENIK, Marija, AMBROŽ, Milan. Neprofitni autopoetični sustavi, (Biblioteka Posebna izdanja, kolo 1, knj. 4). Zagreb: Alinea, 1999. 169 str., ilustr. ISBN 953-180-076-6. [COBISS.SI-ID 107858688]
- OVSENIK, Marija. Protivriječja i perspektive socialnog rada : slovenačka iskustva. Sarajevo: Grafing, 2007. 254 str., ilustr., graf. prikazi. ISBN 978-9958-9183-3-9. [COBISS.SI-ID 932318]