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| | UČNI NAČRT PREDMETA/COURSE SYLLABUS |
| Predmet | Menedžment kariere |
| Course title | Career Management |

| Študijski program in stopnja Study programme and level | Študijska smer Study field | Letnik Academic year | Semester Semester |
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| Upravljanje in poslovanje 1 | Upravljanje in poslovanje | 3. | 5. |
| Business and Management 1 | Business and Management | 3 rd | 5 th |

Vrsta predmeta/Course type obvezni/obligatory

Univerzitetna koda predmeta/University course code 1N301

| Predavanja Lectures | Seminar Seminar | Sem. vaje Tutorial | Lab. vaje Laboratory work | Teren. vaje Field work | Samost. delo Individ. work | ECTS |
|-------------------------------|---------------------------|------------------------------|-------------------------------------|----------------------------------|--------------------------------------|-------------|
| 30 | | 30 | | | 90 | 6 |

Nosilec predmeta/Lecturer: doc. dr. Mojca Blažič
Učni načrt pripravila: prof. dr. Jasmina Starc

Jeziki/ Languages: **Predavanja/Lectures:** slovenski/Slovenian
Vaje/Tutorial: slovenski/Slovenian

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

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| <ul style="list-style-type: none"> • Pogoj za vključitev v delo je vpis v 3. letnik. • Redno sodelovanje pri aktivnih oblikah študija. | <ul style="list-style-type: none"> • The prerequisite for participation is enrolment in the third year of study. • Regular participation in active forms of study. |
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Vsebina:

Content (Syllabus outline):

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| <ul style="list-style-type: none"> • <i>Razvoj kariere</i> kot kombinacija različnih vplivov: formalnih in neformalnih. • <i>Kariera</i>: racionalni in čustveni elementi osebnosti. • <i>Globalizacija</i>, jasno načrtovanje karierne poti. • <i>Karierna sidra</i>: kvalitativne prednosti neke osebe. • <i>Teorije kariernih sider v razvoju človeških virov</i>. • <i>Individualni načrt razvoja kariere in izobraževalni načrt</i>. • <i>Spreminjanje dela in karierni razvoj v družbi rizika in družbi sprememb</i>. • <i>Osebna identifikacija in življenjski scenarij osebe (po Bernu)</i>. • <i>Pomen stališč in vrednostnega sistema</i> | <ul style="list-style-type: none"> • <i>Career development</i> as a combination of different impacts: formal and informal. • <i>A career</i>: rational and emotional elements of personality. • <i>Globalization</i>, a clear career path planning. • <i>Career anchors</i>: qualitative benefits of a person. • <i>Theories of career anchors in the development of human resources</i>. • <i>Individual career development plan and training plan</i>. • <i>Changing work and career development in the risk society and social changes</i>. • <i>Personal identification and life scenario (Bern)</i>. • <i>The importance of attitudes and value</i> |
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| <p><i>osebe in okolja za karierni razvoj.</i></p> <ul style="list-style-type: none"> • <i>Horizontalni in vertikalni razvoj kariere.</i> • <i>Kariera v stroki in kariera po hierarhičnih položajih delovne organizacije ter družbena moč.</i> • <i>Sindrom izgorelosti in spreminjanje kariere (deemployment).</i> • <i>Družba kot vrtinec centripetalnih in centrifugalnih sil družbene moči in ekonomskega položaja. Pomikanje v srčiko družbe in padanje spet na obrobje. Ponovni karierni vzponi in družbena podpora.</i> | <p><i>system of the person and the environment for career development.</i></p> <ul style="list-style-type: none"> • <i>Horizontal and vertical career development.</i> • <i>Careers in the profession and career positions according to the hierarchical organization of labour and social power.</i> • <i>Burnout syndrome and changing career (deemployment).</i> • <i>Society as a vortex of centripetal and centrifugal forces of social power and economic status. Navigating in the heart of society and the decline back to the periphery. Re-career highs, and social support.</i> |
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Temeljna literatura in viri/Readings:

Temeljna literatura/Basic literature

- Brečko, D. (2006). Načrtovanje kariere kot dialog med organizacijo in posameznikom. Ljubljana: Planet GV.
- Merkač Skok, M. in sod. (2010). Razvoj kariere. Celje: Fakulteta za komercialne in poslovne vede.
- Kohont, A. in sod. (2021). Menedžment človeških virov. Ljubljana: Fakulteta za družbene vede.

Priporočljiva literatura/Recommended literature

- Greenhaus, J. H., Callanan, G. A., Godshalk, V. A. (2010). Career management (4th ed.). Thousand Oaks: SAGE Publications. HR&M Revija, prispevki na izbrano temo.
- McDonald, K., Hite, L. (2016). Career Development. A Human Resource Development Perspective. New York, London: Routledge, Taylor&Francis Group.
- Perinčič, N. (ur.). (2012). Karierni kompas. Orodje za karierne svetovalce/pripomoček za samostojno vodenje kariere. Zavod RS za zaposlovanje.

Cilji in kompetence:

Učna enota prispeva predvsem k razvoju naslednjih splošnih in specifičnih kompetenc:

- poznavanje in razumevanje procesov v poslovnem okolju organizacije in sposobnost za njihovo analizo, sintezo in predvidevanje rešitev ter njihovih posledic;
- usposobljenost za raziskovanje na področju upravljanja in poslovanja ter razvoj kritične in samokritične presoje;
- fleksibilna uporaba znanja v praksi;
- avtonomnost, (samo)kritičnost, (samo)reflektivnost, samoevalviranje in prizadevanje za kakovost;
- občutljivost/odprtost za ljudi in socialne situacije ter razvoj komunikacijskih spretnosti za domače in mednarodno

Objectives and competences:

The learning unit mainly contributes to the development of the following general and specific competences:

- knowledge and understanding of the processes in an organization's business environment and its capacity for analysis, synthesis and forecasting solutions and their consequences;
- capacity for research in the field of management and business and the development of critical evaluation and self-assessment;
- flexible use of knowledge in practice;
- autonomy, (self-)criticism, (self-)reflectiveness, self-evaluation and commitment to quality;
- sensitivity/openness to people and social

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| <p>okolje;</p> <ul style="list-style-type: none"> • zmožnost vzpostavljanja in vzdrževanja partnerskega odnosa s sodelavci, z delodajalcem in drugimi uporabniki oz. skupinami (lokalna skupnost, svetovalne službe, gospodarstvo ipd.) ter zmožnost strpnega dialoga; • sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov; • sposobnost za reševanje konkretnih delovnih problemov na področju upravljanja in poslovanja z uporabo znanstvenih metod in postopkov; • koherentno obvladanje temeljnega znanja, pridobljenega pri obveznih predmetih ter sposobnost povezovanja znanja z različnih področij in njegova aplikativna uporaba pri implementaciji v prakso; • sposobnost pridobivanja, selekcije in evalvacije novih informacij in zmožnost ustrezne interpretacije v kontekstu na področju ekonomije, podjetništva, poslovne informatike, človeških virov, kvantitativnih metod, prava in poslovanja; • razumevanje splošne strukture družboslovnih ved in povezanost z njenimi poddisciplinami, predvsem ekonomijo, poslovanjem, poslovnimi, organizacijskimi in humanističnimi vedami (interdisciplinarnost); • razumevanje in uporaba metod kritične analize in razvoja teorij ter njihova uporaba v reševanju konkretnih delovnih problemov; • razvoj veščin in spretnosti v uporabi znanja na določenem strokovnem področju s pomočjo praktičnega usposabljanja; • sposobnost uporabe informacijsko-komunikacijske tehnologije in sistemov na področju upravljanja in poslovanja; • organizacijske in vodstvene spretnosti v podjetjih in zavodih, mentorstvo študentom in pripravnikom; • razumevanje individualnih vrednot in vrednotnih sistemov, obvladovanje profesionalno-etičnih vprašanj; • usposobljenost za vodenje oddelka in/ali skupine; • organiziranje aktivnega in samostojnega dela, usposabljanje zaposlenih za | <p>situations and the development of communication skills for both, domestic and international environment;</p> <ul style="list-style-type: none"> • the ability to establish and maintain a partnership relationship with colleagues, employers and other users or groups (local community, advisory services, economy, etc..) and the ability of a tolerant dialogue; • the ability to manage time for preparation, planning and implementation and self-control of implementation plans; • the ability to solve practical problems of working in the field of management and business using scientific methods and procedures; • a consistent mastery of fundamental knowledge gained in compulsory subjects and the ability to integrate knowledge from different fields and its applicative use in the implementation in practice; • the ability to access, select and evaluate new information and the ability for a relevant interpretation in the context of economics, entrepreneurship, business informatics, human resources, quantitative methods, law and management; • understanding the general structure of the social sciences and the relationship with its sub-disciplines, especially economics, management, business, organizational sciences and humanities (interdisciplinary); • understanding and application of methods of critical analysis and development theories and their applications in solving practical problems of working; • development of skills and abilities in the use of knowledge in a particular field of expertise through practical training; • the ability to use information and communication technology and systems in business and management; • organizational and leadership skills in enterprises and institutions, mentoring students and trainees; • understanding individual values and value systems, managing professional and ethical issues; • the capacity to manage the department |
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| <p>samoizobraževanje;</p> <ul style="list-style-type: none"> • usposobljenost za preverjanje in ocenjevanje dosežkov zaposlenih ter oblikovanje povratnih informacij; • sodelovanje z interesnimi skupinami (dobavitelji, kupci, konkurenco in politiko ...); • oblikovanje celovite ocene potreb posameznika oz. skupine, njihovih močnih in šibkih področij ob upoštevanju okoljskih dejavnikov (fizičnih, socialnih, kulturnih) z ustreznimi postopki in instrumenti; • zavzemanje za take spremembe sistema, ki zagotavljajo osnovne pravice in potrebe uporabnika oz. skupine. | <p>and / or groups;</p> <ul style="list-style-type: none"> • the organization of an active and independent work, training of employees for permanent learning; • the ability to check and evaluate an employee's performance and giving feedback; • collaboration with stakeholder groups (suppliers, customers, competition and politics, etc.) • development of a comprehensive assessment of individual or group needs, their strong and weak areas, considering objective factors (physical, social, cultural) with the appropriate procedures and instruments; • a commitment to changes in the system which provide the basic rights and needs to the user or group. |
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Predvideni študijski rezultati:

Znanje in razumevanje:

Študent/Študentka:

- spozna pomen razvijanja osebne kariere v informacijski družbi;
- razume nove pojave: stopnja zaposljivosti osebe in kompetentnost kot prehodna stopnja usposobljenosti zaposlenega, potrebe po obnavljanju in pridobivanju čim višje stopnje zaposljivosti;
- zna pripraviti individualni načrt za karierni razvoj;
- razvije sposobnost prepoznavanja kariernih sider in možnosti za njihovo uporabo v določenih pogojih dela;
- spozna pomen osebnostnih lastnosti in čustvene inteligence za karierni razvoj;
- usposobljen/-a je za razvoj alternativnih karier v družbi sprememb;
- razume napredovanje in pomikanje v srčiko družbe ter vračanje na njen rob oz. v družbeno izločenost;
- spozna metodologijo za oblikovanje kariernega načrta pri posamezni osebi;
- pridobi usposobljenost za karierno svetovanje.

Intended learning outcomes:

Knowledge and understanding:

Students:

- recognize the importance of developing personal career in the information society;
- understand new phenomena: the level of employability and competence of a person's level proficiency of an employee, the need for restoring and obtaining the highest possible level of employability;
- gain the ability to create an individual plan for the career development;
- develop the ability to identify career anchors and career opportunities for their use under certain conditions of work;
- recognize the importance of personal characteristics and emotional intelligence for career development;
- are qualified for the development of alternative careers in a society of changes;
- understand the progression and scroll into the heart of society and return to its edge or in the social isolation;
- are familiar with the methodology for the creation of an individual's career plan ;
- acquire skills for career counselling.

Metode poučevanja in učenja:

- *predavanja* z diskusijami in študijem primerov iz prakse študentov in posebej

Learning and teaching methods:

- *lectures* with discussions and case studies from practice of students and specially

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| <p>izbranih primerov;</p> <ul style="list-style-type: none"> • <i>delavnice</i>: ugotavljanje glavnih dejavnikov motiviranja in nagrajevanja; • <i>aktivno delo v malih skupinah</i>: brain drain; • <i>mentorstvo</i>; • priprava <i>seminarskih nalog</i> in nastopanje pred letnikom. • <i>študij literature</i> in kritični komentarji prebranega. | <p>selected cases;</p> <ul style="list-style-type: none"> • <i>workshops</i>: to identify the main factors of motivating and rewarding; • <i>active work in small groups</i>: brain drain; • <i>mentoring</i>; • preparation of <i>the seminar papers</i> and presentation to the class • <i>study of readings</i> and writing critical comments. |
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| Načini ocenjevanja: | Delež (v %) Weight (in %) | Assessment: |
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| <p>Način (pisni izpit, ustno spraševanje, naloge, projekt):</p> <ul style="list-style-type: none"> • pisni (ustni) izpit • seminarska naloga s predstavitvijo in zagovorom • priprava osebnega kariernega načrta | <p>60</p> <p>20</p> <p>20</p> | <p>Types (written examination, oral examination, coursework, project):</p> <ul style="list-style-type: none"> • written (oral) examination • seminar paper with presentation and defence • preparing a personal career plan |