

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet	Osební in profesionalni razvoj s supervizijo
Course title	Personal and Professional Development with Supervision

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Zdravstvena nega / 1. stopnja	Zdravstvena nega	2./3. letnik	4./6.
Nursing Care / 1st Cycle	Nursing Care	2 nd or 3 rd year	4 th / 6 th

Vrsta predmeta/Course type izbirni / elective

Univerzitetna koda predmeta/University course code

Predavanja	Seminar	Sem. vaje	Lab. vaje	Teren.	Samost.	ECTS
Lectures	Seminar	Tutorial	Laboratory work	vaje	delo	
				Field work	Individ. work	
30	/	15	/	/	30	3

Nosilec predmeta/Lecturer: prof. dr. Zdenka Zalokar Divjak

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

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

Vpis v drugi letnik ali vpis v tretji letnik.	The prerequisite for participation is enrolment in the 2 nd or 3 rd year of study.
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Vsebina:

- Osební razvoj:* življenjske pozicije (jaz sem OK, ti si OK; jaz nisem OK, ti si OK; jaz nisem OK, ti nisi OK; jaz sem OK, ti nisi OK. Nekoristna čustvena stanja (mučenik, stokavec, nasilnež, trpin, dobrotnik, obupanec). Človeške zmožnosti in njihov pomen (človekova osebnost, temperament, značaj, sposobnosti). Oblike manipulativnega obnašanja: reketi in prepoznavanje lastnih reketov, psihološke zbirke nagradnih kupončkov (vrste, zbiranje, vnovčevanje). Čustvena inteligenca in njen vpliv na osební razvoj posameznika. Socialna inteligenca in njen vpliv na osební razvoj posameznika. Osební socialni kapital in

Content (Syllabus outline):

- Personal development: life positions (I'm OK, you're OK; I'm not OK, you're OK; I'm not OK, you're not OK, I'm OK, you're not OK. Useless emotional states (martyr, grumpy, bully, sufferer, benefactor, a desperaste). Human capabilities and their importance (a person's personality, temperament, character, skills). Forms of manipulative behavior: racket feelings and recognition of one's own racket feelings, psychological collection of prize coupons (sorts, collecting, encashment). Emotional intelligence and its impact on the personal development of the individual. Social intelligence and its impact on the personal development of the individual. Personal social capital

<p>njegov vpliv na osebni razvoj posameznika.</p> <ul style="list-style-type: none"> • <i>Profesionalni razvoj:</i> Organizacijska pripadnost, tri komponentni model pripadnosti v organizaciji in pomen organizacijske pripadnosti zaposlenih za organizacijo. Socialni kapital v organizaciji in njegov vpliv na profesionalni razvoj. Delovni stili (pohiti, bodi popoln, ustrezi, potruji se, bodi močan) in njihov vpliv na opravljanje delovnih obveznosti. Stres na delovnem mestu. Mobing. Razvoj in usposabljanje zaposlenih. Vloga in pomen permanentnega izobraževanja. Organizacija prenosa znanja v delovnem okolju. Razvoj kariere. Motivacija za avtonomno delovanje, uspešno delo in kvaliteto dela. Vloga in pomen letnih delovnih razgovorov za profesionalni razvoj. Vpliv organizacijske klime na uspešnost dela posameznika. • <i>Supervizija:</i> Definicija. Namen. Elementi supervizije. Vrste supervizije. Funkcije supervizije. Delovne oblike supervizijskega procesa. Komunikacija in interakcija v superviziji. Razvoj in učenje v superviziji. Vloga supervizije pri poklicnem in osebnostnem razvoju strokovnega delavca. 	<p>and its impact on the personal development of the individual.</p> <ul style="list-style-type: none"> • <i>Professional development:</i> Organizational affiliation, a three-component model of the affiliation and the importance of the organizational affiliation of employees for the organization. Social capital in the organization and its impact on professional development. Working styles (hurry up, be perfect, be strong) and their impact on the performance of job responsibilities. Stress in the workplace. Mobbing. The development and training of employees. The role and importance of permanent education. Organisation of knowledge transfer in the working environment. Career development. Motivation for autonomous operation, successful work and quality of work. The role and the importance of annual interviews for a professional development. The impact of organizational climate on the effectiveness of the individual. • <i>Supervision:</i> Definition. Purpose. Elements of supervision. Types and functions of supervision. work forms of the supervision process. Communication and interaction in supervision. Development and learning in supervision. The role of supervision at the professional and personal development.
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Temeljna literatura in viri/Readings:

1. Brečko, D. (2006). *Načrtovanje kariere*. Ljubljana: Planet GV.
2. Goleman, D. (2012). *Čustvena inteligenca: zakaj je lahko pomembnejša od IQ*. Ljubljana: Mladinska knjiga.
3. Goleman, D. (2012). *Socialna inteligenca: nova veda o odnosih med ljudmi*. Ljubljana: Mladinska knjiga.
4. Harris, T.A. (2007). *Jaz sem v redu – ti si v redu*. Ljubljana: Karantanija.
5. Hay, J. (1999). *Uspešni na delu: razumevanje naravnosti in gradnja odnosov*. Grosuplje: Potrditev.
6. Hay, Louise L. (2009). *Moč je v tebi*. Brežice: Primus.
7. Hay, Louise L. (2012). *V 21 dneh usvojite pozitivne afirmacije*. Brežice: Primus.
8. Jeffers, S. (2012). *Čar samozavesti*. Kranj: Ganeš.
9. Kobiljt, A. in Žorga, S. (2006). *Supervizija: proces razvoja in učenja v poklicu*. Ljubljana: Pedagoška fakulteta.

10. Mihalič, R. (2008). *Povečajmo zadovoljstvo in pripadnost zaposlenih*. Škofja Loka: Mihalič in Partner.
11. Mihalič, R. (2010). *Kako motiviramo sodelavce*. Škofja Loka: Mihalič in Partner.
12. Možina, S. in sod. (2002). *Management kadrovskih virov*. Ljubljana: Fakulteta za družbene vede.

Cilji in kompetence:

Učna enota prispeva k razvoju naslednjih splošnih in specifičnih kompetenc:

- veščine in zmožnosti za varno in učinkovito strokovno delo, vključno z usposobljenostjo za supervizijo,
- kombinacijo znanja, veščin, etičnih vrednot in obnašanja za premišljeno, ustrezno, varno in strokovno ravnanje v posebnih situacijah,
- sposobnost učinkovitega prenašanja teoretičnega znanja, veščin in odločanja v strokovno delo,
- znanje, veščine, energijo, izkušnje in motivacijo, ki odražajo posameznikovo profesionalno pripravljenost,
- usposobljenost za avtonomno, holistično, tolerantno, skrbno in občutljivo obravnavo posameznika ali skupine, brez izrekanja sodb ob zagotavljanju/varovanju pravic, zaupanja in želja različnih posameznikov in skupin,
- razvoj veščin in spretnosti v uporabi znanja na strokovnem področju,
- usposobljenost za vodenje, organizacijo in kooperativno timsko delo,
- razumevanje in upoštevanje raznolikosti globalnega ter lokalnega okolja pri organizaciji in izvajanju celovite zdravstvene nege,
- usposobljenost za prevzemanje odgovornosti v profesionalnem delu,
- usposobljenost za sprejemanje odgovornosti za profesionalni razvoj in učenje, izboljševanje lastnega dela skozi evalvacijo z namenom, da se zagotovi kvaliteta storitev,
- usposobljenost za izobraževanje, vzgojo in mentorsko delo.

Objectives and competences:

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

- skills and competences for a safe and efficient professional work, including the capability for supervision,
- a combination of knowledge, skills and ethical values and behaviour appropriate for sound, safe and professional conduct in specific situations,
- the ability to effectively transfer the theoretical knowledge, skills and decision making in the professional work,
- knowledge, skills, energy, experience, and motivation which reflect an individual's professional capability,
- qualification for autonomic, holistic, tolerant, careful and sensitive treatment of an individual or a group, passing no judgments when ensuring or protecting rights, trusts and desires of various individuals and groups,
- development of skills and competences in using knowledge in the professional environment
- gaining qualifications in management, organization and cooperative teamwork,
- understanding and considering the varieties of the global and local environment at organizing and implementing the holistic nursing care,
- the ability of taking responsibilities for professional work,
- the ability of taking responsibility in professional development and improving own work through evaluation, in order to ensure the quality of services,
- being qualified for education, upbringing and mentorship.

Predvideni študijski rezultati:**Znanje in razumevanje****Študent/študentka:**

- se usposobi za samoregulacijo,
- se usposobi za prevzemanje odgovornosti za osebni razvoj,
- se usposobi za prevzemanje odgovornosti za profesionalni razvoj,
- uporabi znanje s področja profesionalnosti v stiku s pacientom/varovancem,
- se usposobi za uporabo (samo)evalvacije kot pristopa k (samo)refleksiji in izpopolnjevanju dela ter povečanju kvalitete uslug v delovnem okolju,
- spozna pomen razvijanja osebne kariere v učeči se družbi,
- spozna pomen osebnostnih lastnosti in čustvene ter socialne inteligence za karierni razvoj,
- reflektira in kritično ovrednoti različne (lastne in opazovane) izkušnje o razsežnostih ravnanja z ljudmi v delovnem okolju,
- reflektira in kritično ovrednoti različne možnosti pravilnega ravnanja z ljudmi v delovnem okolju,
- spozna metodologijo za oblikovanje kariernega načrta in zna pripraviti individualni načrt za karierni razvoj,
- spozna pomen motivacije za avtonomno delovanje, uspešno delo in kvaliteto dela,
- spozna, kako je motivacija povezana s stopnjo razvitosti celotne osebnosti,
- pozna vlogo in pomen supervizije pri poklicnem in osebnostnem razvoju zdravstvenega delavca.

Intended learning outcomes:**Knowledge and understanding****Students:**

- are trained for self-regulation, to assume responsibility for personal development, to assume responsibility for professional development,
- use the knowledge in the field of professional contact with a patient/client,
- are trained for using (self-) evaluation as an approach to (self-) reflection and improvement of work, including increasing the quality of services in the working environment,
- realize the importance of developing a personal career in the learning society, recognize the importance of personality traits and emotional and social intelligence for career development,
- critically evaluate different (their own and observed) experience of the dimensions of human management in the workplace,
- critically evaluate the different options of the proper human management in the workplace, get to know the plan and methodology for creating a career plan and how to prepare an individual plan for career development,
- understand the importance of motivation for autonomous operation, successful work and quality of work,
- realize how motivation is related to the degree of the whole personality development,
- know the role and meaning of supervision for professional and personal development of a healthcare worker.

Metode poučevanja in učenja:

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov),
- *seminarske vaje* v povezavi s prakso (reševanje problemov, študije primera, kritično presojanje, diskusija, refleksija izkušenj, vrednotenje, individualno in timsko delo v obliki delavnic).

Learning and teaching methods:

- *lectures* with active participation of students (explanation, discussion, questions, examples, problem solving);
- *tutorial* in connection with practice (problem-solving, case studies, critical assessment, discussion, reflection of experience, evaluation, individual and teamwork in the form of workshops);

Načini ocenjevanja:	Delež (v %) Weight (in %)	Assessment:
<p data-bbox="197 259 300 293">Načini:</p> <ul data-bbox="213 338 624 450" style="list-style-type: none"> <li data-bbox="213 338 312 371">• izpit <li data-bbox="213 376 624 450">• opravljene seminarske vaje s pisno refleksijo izkušenj <p data-bbox="197 483 576 517">Ocenjevalna lestvica: ECTS.</p>	<p data-bbox="775 371 842 405">60 %</p> <p data-bbox="775 409 842 443">40 %</p>	<p data-bbox="927 259 1011 293">Types:</p> <ul data-bbox="927 338 1394 443" style="list-style-type: none"> <li data-bbox="927 338 1046 371">• exam <li data-bbox="927 376 1394 443">• accomplished tutorial with written reflection of experiences <p data-bbox="927 477 1241 510">Grading scheme: ECTS.</p>