

NAZWA SZKOLENIA	OPIS	DATA I GODZINA
Communication within a team	<ul style="list-style-type: none"> - providing motivating feedback - engaging and clear task delegation <p>The training addressed to academics as well as administration staff, which aims to increase the effectiveness of communication in the team as well as to strengthen one's own image.</p>	26.03.2021 11:30-15:00
Communication with a dysfunctional person	<ul style="list-style-type: none"> - how to run a conversation if we notice that the interlocutor (student, guest etc.) is mentally dysfunctional - what to do if a co-worker has visible dysfunction symptoms - how to behave in an emergency situation (intrusion of a dysfunctional person into the office) <p>The training addressed especially to Dean's Secretary offices, administration staff who are in daily contact with visitors (students, clients)</p>	26.03.2021 8:00-11:15
Emotional intelligence as a tool for developing professional relations	<ul style="list-style-type: none"> - acquisition of practical skills of managing one's own emotions and relations with others - implementation of strategies aimed at defusing emotions - constructing satisfactory relations with other people by implementing communication techniques <p>Training participants will receive support in managing their emotions when adapting to the changing environment. Training addressed to all groups of employees.</p>	29.03.2021 8:00-11:15
Optimizing stress	<ul style="list-style-type: none"> - how to cope with stress and reduce its level to one that facilitates effectiveness - logic of stress – how to predict an automatic stress reaction and not succumb to it - restoring balance – rules of relaxation techniques <p>Training recommended to all those who notice low levels of stress resistance in their everyday life. The aim of the classes is to master stress by bringing it down to a level where it will be used as a stimulus for action.</p>	29.03.2021 11:30-15:00
Training of persistence and effective achievement of goals	<ul style="list-style-type: none"> - self-control and self-regulation as two basic modes of self-management- differences and consequences - self-diagnosis of self-control level. Initiating and inhibiting self-control. - techniques of improving one's effectiveness; mental simulations and implementative intentions. <p>Training for everyone wishing to maximize the goals achieved at work.</p>	30.03.2021 8:00-11:15
Communication within a team	<ul style="list-style-type: none"> - providing motivating feedback 	30.03.2021 11:30-15:00

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Preventing teamworks dysfunctions	<ul style="list-style-type: none"> - pyramid of teamwork dysfunctions and understanding the needs of a team - devising behavior patterns/tools allowing for effective collaboration <p>The workshop is aimed at all staff groups and aims to strengthen the value of teamwork. It is an aid for, among others, the heads of research/administrative teams in developing and adapting teamwork scenarios in the context of a changing situation (employee's illness, change in a project, etc.).</p>	<p>1.04.2021 11:30-15:00</p>