**TRAINEESHIP FRAMEWORK**

**FOR STUDY FIELD OF MANAGEMENT**

first-cycle studies with a practical profile

**Purpose of the traineeship**: The traineeship is one of the two elements of the Practical Activity Module (MAP) in addition to complementary activities. They are an integral part

education program for the field of Management. The traineeship aims to confront

broadening and generalizing the knowledge acquired in the field of the studied specialization; formation of the skills necessary for future professional work; getting to know the profile and organizational structure and operational rules of the institution where the traineeship takes place; knowledge of work standards in a given professional environment; establishing professional contacts; collecting experience and materials helpful in writing a diploma project.

**Place of the traineeship**: The traineeship can be carried out in a selected enterprise

private or public, institution / unit of public administration or local government,

bank or other financial institution, non-profit organization, etc. Depending on

interests of the student and the specialization chosen by one, the traineeship may take place in departments:

• production / services,

• human resources or human resources and payroll,

• financial and accounting,

• marketing,

• IT,

• quality management,

• health and safety,

• checks, etc.

**Organization and course ofthe traineeship:** They are specified in the study plan and the Traineeship regulations

**Traineeship programme - general part (applies to all specializations):**

1. Getting to know the company / institution, and in particular with:

• organizational structure,

• characteristics of products and services,

• quality control system,

• territorial range of activities, including the surrounding competitive area,

• principles of documents’ archiving.

2. Familiarization with the provisions on health and safety and professional secrecy.

3. Getting to know the production, service or other department (depending on the enterprises / institutions).

4. Getting to know the enterprise management system in the areas of:

• planning,

• organizing activities,

• motivating employees,

• control.

5. Getting to know the company's financial department in the field of:

• basic principles of accounting in an enterprise,

• financial analysis in the organization,

• principles of budget preparation, financial statements, balance sheet

annual,

• methods of economic analysis and its use in decision-making processes.

6. Getting to know the commercial and marketing activities of the company in the field of:

• sales organization,

• conducting negotiations with contractors,

• developing promotional plans,

• forms of promotional activity.

7. Getting to know the IT department.

8. Observation and participation in commissioned works related to current activities

units, adequately to the field of study.

TRAINEESHIP PROGRAMME FOR INTERNATIONAL BUSINESS SPECIALIZATION

1. Getting to know the functioning and processes taking place in the enterprise at the local and international level.

2. Participation in international processes carried out in the company.

3. Communication and cooperation with people employed in the company.

4. Participation in international projects carried out in the enterprise.

5. Participation in the processes of planning international activities at the operational, tactical and strategic level.

6. Planning and use of resources in the company.

7. Making financial, market, marketing and other analyzes for the company.

8. Working on building a competitive strategy for the company.

9. Cooperation with international contractors of the company: suppliers, recipients.

10. Working on documentation regarding the processes carried out in the company. 1

11. Participation in processes related to human resource management of the company at the local and international level

12. Using modern IT solutions that support decision-making processes and the company's operations.

13. Work on building the company's image and relations with the environment.

14. Participation in representing the company towards the institution from its surroundings and all stakeholders.

**TRAINEESHIP FRAMEWORK**

**FOR STUDY FIELD OF MANAGEMENT**

second-cycle studies with a practical profile

**Purpose of the traineeship**: The traineeship falls within the scope of the Practical Activity Module (MAP) and is an integral part of the education program for the field of study in Management. The traineeship is aimed at confronting, expanding and generalizing the knowledge gained in the field of the studied specialization; shaping the skills necessary for future professional work; getting to know the profile, organizational structure and rules of operation of the institution in which the traineeship takes place; learning about the standards of work in a given professional environment; establishing professional contacts; gathering experiences and materials helpful in writing a thesis.

**Place of the traineeship**: The traineeship may be carried out in a selected private or public enterprise, institution / unit of public or local administration, bank or other financial institution, non-profit organization, etc. Depending on the interests of the Student and the specialization chosen by one, the traineeship may take place in departments:

• IT,

• human resources or human resources and payroll,

• financial and accounting,

• marketing,

• production,

• quality management,

• checks, etc.

**Organization and course of traineeships**: They are specified in the study plan and the Traineeship Regulations

**Traineeship programme - general part (applies to all specializations):**

1. Getting to know the company / institution, and in particular with:

•organizational structure,

• characteristics of products and services,

• quality control system,

• territorial range of activities, taking into account the competitive environment,

• principles of document archiving.

2. Familiarization with the provisions on health and safety and professional secrecy.

3. Getting to know the production, service or other department (depending on the specificity of the enterprise / institution).

4. Getting to know the enterprise management system in the areas of:

• planning,

• organizing activities,

• motivating employees,

• control.

5. Getting to know the company's financial department in the field of:

• basic principles of accounting in an enterprise,

• financial analysis in the organization,

• rules for preparing the budget, preparing financial statements, annual balance sheet,

• methods of economic analysis and its use in decision-making processes.

6. Getting to know the commercial and marketing activities of the company in the field of:

• sales organization,

• conducting negotiations with contractors,

• developing promotional plans,

• forms of promotional activity.

7. Getting to know the IT department of the organization, in particular:

• specialized IT software used in a given unit,

• specialized IT equipment used in a given unit,

• IT procedures and processes applied in a given unit.

8. Observation and participation in commissioned works related to the current activities of the unit, adequately to the field of study.

TRAINEESHIP PROGRAMME FOR SPECIALIZATIONS:

MASTER OF BUSINESS ADMINISTRATION in HUMAN RESOURCES

1. Getting to know the scope and range of the company's activity.

2. Getting to know the organizational and legal form of the company in the context of the entity's status

3. Getting to know the organizational structure and regulations of the company organization.

4. Getting to know the strategy (mission, vision, values) and the business model.

5. Getting to know the ownership structure and the management structure.

6. Getting to know the principles of accounting and management accounting.

7. Recognition of the scope of operation of departments of strategic importance for the company (production, logistics, quality, marketing, HR, etc. ...).

8. Getting to know the IT systems in the company.

9. Getting to know the company's accounting policy and accounting system.

10. Initial assessment of the company's financial condition (horizontal and vertical balance sheet analysis, income statement, main performance indicators).

11. Cost analysis - structure and dynamics.

12. Getting to know the marketing policy (including the pricing policy, distribution policy).

13. Identification of the employment structure, work regulations and job descriptions.

14. Getting to know the strategy in the field of HR, including: recruitment models, incentive systems, employee evaluation systems, training and development policy.

15. Familiarization with the applied principles, procedures in individual human resource management processes: human resources planning, organization, analysis and job description, selection (recruitment, selection, introduction to work), motivating and leading (instruments, forms and systems of motivating including remuneration), employee evaluation, career path building, employee and manager development and training, people management and leadership, organizational culture, personnel control.

16. Familiarization with the techniques and tools applicable in the organization / institution / company / enterprise used in human resource planning, work organization and planning, conducting job analysis, designing job descriptions, recruiting, selecting and social adaptation / implementation to work, building systems motivating and rewarding, assessing, developing competences, building career paths, training, assessing the effectiveness of individual human resource management processes.

17. The use of basic research approaches and typical methods and tools, including statistical, mathematical and IT, to describe, analyze and evaluate selected human resource management processes. Conducting research in a reliable and committed manner.

18. Determining and assessing the impact of internal and external factors on human resource management processes.

19. Acquiring reliable data (internal and external) to analyze processes and phenomena in the area of ​​human resource management.

20. Analyzing and evaluating key functions and processes, applicable rules and procedures, methods, concepts, techniques and tools used in the area of ​​human resource management implemented or designed in an organization / institution / company / enterprise.

21. Determining the impact of individual human resource management processes on the effectiveness of managing an organization / institution / company / enterprise. Using HR and business language.

22. Conducting analysis and observation, correct identification and interpretation of various problems in the field of human resource management based on basic knowledge of economics and related disciplines.

23. Identification and analysis of the behavior of members of the organization, classification of their motives and indicating the consequences.

24. Comparing the applied solutions in the area of ​​human resource management with the latest trends in this area.

25. Analyzing and giving opinions on cooperation offers (including personnel outsourcing) in the area of ​​human resource management.

26. Building scenarios based on appropriate methods in the area of ​​human resource management. The use of appropriate techniques, tools, norms and standards in the design of individual processes and / or improvements in the area of ​​human resource management.

27. Identifying the strengths and weaknesses of individual solutions in the area of ​​human resource management.

28. Determining the conditions necessary to meet, the possibilities of the organization / institution / company / enterprise and possible threats resulting from the use of specific solutions in the area of ​​human resource management.

29. Taking up challenges in the area of ​​improvements and initiating changes in the area of ​​human resource management (both in procedures, as well as techniques and tools used).

30. Proposing changes and solving analytical and decision-making problems in the area of ​​human resource management.

31. Presenting the results of analyzes in the area of ​​human resource management processes in the form of summaries, reports, expert opinions facilitating the making of correct business decisions.

32. Working in a group and acting as an advisor, consultant in the area of ​​human resource management.

TRAINEESHIP PROGRAMME FOR SPECIALIZATIONS:

GLOBAL MANAGEMENT

1. Getting to know the scope and range of the company's activity.

2. Getting to know the organizational and legal form of the company in the context of the entity's status

3. Getting to know the organizational structure and regulations of the company organization.

4. Getting to know the strategy (mission, vision, values) and the business model.

5. Getting to know the ownership structure and the management structure.

6. Getting to know the principles of accounting and management accounting.

7. Recognition of the scope of operation of departments of strategic importance for the company (production, logistics, quality, marketing, HR, etc. ...).

8. Getting to know the IT systems in the company.

9. Getting to know the company's accounting policy and accounting system.

10. Initial assessment of the company's financial condition (horizontal and vertical balance sheet analysis, income statement, main performance indicators).

11. Cost analysis - structure and dynamics.

12. Getting to know the marketing policy (including the pricing policy, distribution policy).

13. Identification of the employment structure, work regulations and job descriptions.

14. Getting to know the strategy in the field of HR, including: recruitment models, incentive systems, employee evaluation systems, training and development policy.

15. Work on international projects implemented in the enterprise.

16. Participation in teamwork processes.

17. Participation in the selection and planning of project resources.

18. Risk assessment and management in the company's projects at the management level.

19. Managing relations in the project at the team level and outside the organization.

20. Work on specific business projects, with particular emphasis on international projects.

21. The use of tools supporting business decisions.

22. Control of the course of projects, evaluation of products and results.

23. Assessment of projects, especially international ones, in terms of international law.