

UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Osnove psihologije dela in organizacije
Course title:	Fundamentals of Work and Organisational Psychology

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Biopsihologija, 1. stopnja		3.	1.
Biopsychology, 1 st level		3rd	1st

Vrsta predmeta / Course type Obvezni/ Compulsory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
45	10	-	-	5	120	6

Nosilec predmeta / Lecturer: Ana ARZENŠEK

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

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

Ni pogojev.

Prerequisites:

There are no prerequisites.

Vsebina:

Uvod v psihologije dela in organizacije s poudarkom na psihologijo dela.

I. Usmeritvene vsebine:

- področja psihologije dela in organizacije,
- teoretični pristopi in povezave z drugimi področji psihologije ter drugimi znanstvenimi disciplinami,
- razvoj in zgodovina discipline v Evropi in svetu,
- aplikativna disciplina (model znanost – praksa), vloge, naloge in metode dela raziskovalca in strokovnjaka,

II. Oblikovanje delovnih mest:

- spreminjanje narave dela: preteklost, sedanjost in prihodnost;
- delo in delovna mesta v delovnih kontekstih: delovni proces, zahteve dela, naloge, sredstva za delo, razporejanje delovnega časa, ergonomija dela,
- analiza dela in opis dela: opredelitev, namen in cilji, metode analize dela in viri informacij, profiliranje delovnih mest,
- oblikovanje dela in delovnih mest, oblikovanje sociotehničnega sistema
- načrtovanje in izvajanje intervencij izboljševanja dela, delovnih mest in neposrednega delovnega okolja.

III. Kompetence pri delu:

- razumevanje pojma kompetence
- nujne, koristne in škodljive kompetence
- kompetenčni profili.

Content (Syllabus outline):

Introduction to work and organisational psychology (W&O psychology) with an emphasis on work psychology.

I. Orientation:

- areas of W&O psychology,
- theoretical approaches, its connections with other fields of psychology and scientific disciplines,
- development of the discipline and its history in Europe and the rest of the world,
- W&O psychology as an applied discipline; roles, tasks and work methods of scientists and practitioners,

II. Job creation and job description:

- the changing nature of work: past, present, future;
- work in different work contexts: work process, working conditions, tasks, tools, time arrangements, team-work,
- job analysis and job description: definition, aims and goals, methods and information sources, work profiling,
- work design: work process design, job design, tools design, sociotechnical system design,
- planning and performing interventions for the optimization of the work and the work environment.

III. Competencies at Work :

- understanding the competence concept,
- necessary, useful and harmful competencies,
- competence profiles.

IV. Motivation and attitudes

IV. Motivacija za delo in stališča do dela
 - teorije motivacije za delo,
 - stališča do dela in delovnega okolja.
 V. Delovna uspešnost
 - teorije, determinante, napake, analiza, optimizacija delovnih rezultatov in kriteriji
 - državljanska vedenja,
 - neproduktivna vedenja: prostovoljni odhodi iz organizacije, absentizem, zamujanje.
 VI) Timi in skupine: opredelitve, struktura, procesi, uspešnost, oblikovanje timov.

- theories of work motivation,
 - attitudes toward work.
 V. Work performance
 - theories, determinants, errors, assessment, optimizing the outcomes and the criteria involved,
 - organisational citizenship behaviour,
 - contraproductive behaviours: withdrawal, absence, lateness, turnover, absenteeism.
 VI) Teams and groups: definition, structure, processes, effectiveness, team building.

Temeljni literatura in viri / Readings:

Aldag R.J., Barr S.H., and Brief A.P. (1981) Measurement of perceived task characteristics. *Psychological Bulletin*, 90, 415-431.
 Brief, A.P. and Weiss, H.M. (2002). Organizational behavior: Affect in the workplace. *Annual Review of Psychology*, 53, 279 – 307.
 Brooke, P. P., Jr and Price, J. L. (1989). The determinants of employee absenteeism: An empirical test of a causal model. *Journal of Occupational Psychology*, 62, 1—19.
 Chmiel, N. (Ed.) (2008). *An Introduction to Work and Organizational Psychology: A European Perspective* (2. Ed.). Oxford (UK) : Blackwell Publishing.
 Cook, J.D., Hepworth, S.J., Wall, T.D. in Warr, P.B. (1981). *The Experience of Work: A Compendium and Review of 249 Measures and their Use*. New York: Academic Press.
 Drenth, P. J. D., Thierry, H., and de Wolf, C. J. (Eds.) (1998). *Handbook of Work and Organizational Psychology: Volume 1: Introduction to Work and Organizational Psychology* (2. Ed.). East Sussex (UK): Psychology Press.
 Drenth, P. J. D., Thierry, H., and de Wolf, C. J. (Eds.) (1998). *Handbook of Work and Organizational Psychology: Volume 2: Work Psychology* (2. Ed.). East Sussex (UK): Psychology Press.
 Landy, F. J., and Conte, J. M. (2010). *Work in the 21st Century* (3. Ed.). USA: John Wiley & Sons.
 Roe, R.A. (2002). What makes a competent psychologist? *The European Psychologist*, 7 (3), 192-203.
 Spector, P. E. (2012). *Industrial and Organizational Psychology* (5. Ed.). USA: John Wiley & Sons.
 Latham, G.P., and Pinder, C.C. (2005). Work motivation theory and research at the dawn of the twenty-first century. *Annual Review of Psychology*, 56, 485-516.
 Sonnentag, S., and Frese, M. (2002). Performance Concepts and Performance Theory. In: S. Sonnentag, *Psychological Management of Individual Performance* (p. 3 – 25), UK: John Wiley & Sons.

European Curriculum in W&O Psychology: Reference Model and Minimal Standards:
<http://www.ucm.es/info/Psyap/enop/rmodel.html> (retrieved: February, 2012).

Depolo, M., Munduate, L., Peiro, J.M., Roe, R.A., Šverko, B., & Vartianen, M. (2008). EUROPSY and the Advanced Certificate in W&O Psychology. EAWOP Takes Force on the Future Professional Qualification of European W&O Psychologists: <http://centro.us.es/facpsi/wp-content/uploads/2009/03/diploma-avanzado-pot.pdf> (retrieved: February, 2012).

And other current texts in scientific journals, selected by the Lecturer.

Cilji in kompetence:

Cilji:
 Študent/ ka pridobi strokovne kompetence s področja psihologije dela, oz. s področij: analiza in oblikovanja dela, odnosa med posameznikom, delom in delovnim okoljem, kompetenčnimi modeli, ocenjevanjem in nagrajevanjem delovne uspešnosti ter oblikovanja in ocenjevanja uspešnosti timov v organizacijah.

Kompetence:

Objectives and competences:

Objectives:
 Student acquire the knowledge, skills, professional and research competences in the field of work psychology, i.e. in the following areas: job analysis, work design, the relationship between individuals, work and working environment, competence models and work performance of individuals and teams.

Competences:
 - Knowledge and understanding of W&O psychology

- Znanje in razumevanje psihologije dela in organizacije kot aplikativne psihološke discipline, povezanost z drugimi relevantnimi psihološkimi in ne-psihološkimi teorijami.
- Znanje in razumevanje odnosa med razlagalnimi in aplikativnimi cilji psihologije dela in organizacije ter vlogo in nalogami, ki jih ima psiholog dela in organizacije kot raziskovalec in kot strokovnjak v praksi.
- Znanje in razumevanje temeljnih teorij, pojmov in konceptov psihologije dela.
- Izvajanje analize potreb s področij: analize dela, oblikovanje dela, delovne uspešnosti, stališč in vedenja povezanih z delovno uspešnostjo in delovne obremenitve pri delu.
- Ustrezni izbor in aplikacija metod in tehnik ter instrumentov za analizo delovne uspešnosti, napak, neproduktivnih oblik vedenja, obremenitve, stališč do dela, delovne motivacije in zdravja pri delu na ravni skupine delavcev ter na ravni delovnega in družbenega konteksta.
- Oblikovanje novih rešitev in produktov: delovni proces, postopki dela, razporejanje delovnega časa.
- Priprava načrta intervencij, glede na ugotovljeno stanje, ki so usmerjene na skupine delavcev (delovna uspešnost, obremenitve, napake in neželena vedenja, pridobivanje manjkajočih kompetenc, uspešnost timov) ali na delovni kontekst (oblikovanje dela in delovnega mesta).
- Evalvacija ustreznosti načrtovanih intervencij in produktov (načrtovanje, merjenje in analiza, zanesljivost, veljavnost).
- Pisno in ustno poročanje o rezultatih.

- as the applied psychological discipline, its relationship with other relevant psychological and non-psychological theories.
- Knowledge and understanding of the relationship between explanatory and applied objectives of W&O psychology, roles and tasks held by W&O scientist and practitioner.
 - Knowledge and understanding of basic theories, terms, and concepts of work psychology.
 - Performing need analysis in the areas of: job analysis, work design, work performance, attitudes and behaviours related to performance and errors and workload.
 - Appropriate selection and application of methods, techniques and instruments for assessing work performance, errors, workload, stress, work related attitudes and motivation, stress, and health at the individual, group, organisational and the context level.
 - New product design: work processed, procedures, work schedules.
 - Preparation of intervention plan, according to the established needs and goals, on the group level (work performance, workload, errors, missing competences, stress and health at work, team effectiveness), and on the level of work context level (task and job design, workplace optimization and improvement).
 - Evaluation (planning, measurement and analysis, reliability, validity) of programs, products and interventions.
 - Written and oral presentation of results.

Predvideni študijski rezultati:

- Znanje in razumevanje:
- Poznavanje in razumevanje aplikativne discipline psihologija dela in organizacije ter vlog in nalog, ki jih ima psiholog dela in organizacije kot raziskovalec in kot strokovnjak v praksi.
 - Poznavanje in razumevanje etičnih vidikov raziskovanja in strokovnega dela na področju psihologije dela.
 - Poznavanje in razumevanje temeljnih razlagalnih in tehnoloških teorij in konceptov, metod analize stanja, oblikovanja novih produktov in načrtovanja intervencij sodobne psihologije dela, s poudarkom na analizo in oblikovanja dela, delovno uspešnost in blagostanje pri delu.
- Prenosljive spretnosti in drugi atributi:
- Sposobnost uporabe pridobljenega znanja in veščin pri strokovnem delu.
 - Oblikovanje osebne strokovne strategije za reševanje problema.
 - Problemski pristop k obravnavanju različnih problemov.
 - Iskanje in izbor ustrezne literature.

Intended learning outcomes:

- Knowledge and understanding:
- Knowledge and understanding of W&O psychology as the applied psychological discipline, roles and tasks held by W&O scientist and practitioner.
 - Knowledge and understanding of ethical questions and principles of the work psychology scientist and practitioner.
 - Knowledge and understanding of the basic explanatory and technical theories and concepts, methods, and techniques of assessment, diagnosing, new product design, and planning intervention in work psychology, with the emphasis on job analysis and work design, work performance and well-being at work.
- Transferable skills and other attributes:
- Ability to apply knowledge and skills in professional work.
 - Professional strategy development for dealing with the problems(s).
 - Problem solving approach.
 - Search and selection of relevant literature.
 - Search, selection, adaptation or design of methods,

- Iskanje in izbor, prilagoditev ali oblikovanje metod, tehnik in instrumentov.
- Oblikovanje pisnih izdelkov: analize stanja, načrta intervencij in raziskovalnega poročila.
- Predstavljanje izsledkov raziskav.
- Spretnosti komunikacije.
- Skrb za nenehni osebni strokovni razvoj.

techniques and instruments.

- Creation of written products: need analysis, assessment, intervention plans, and research reports.
- Presentation of research findings.
- Communication skills.
- Continuing professional development.

Metode poučevanja in učenja:

Predavanja se dopolnjujejo z multimedijскими predstavitvami, študijami primerov in diskusijo. Vaje se izvajajo kot terenske vaje v delovnih organizacijah in v učilnici v malih skupinah. Seminarji zajemajo predstavitve izdelkov ter diskusijo v malih skupinah. Študente se vključuje v raziskovanje ter predstavljanje izsledkov raziskav na študentskih konferencah.

Learning and teaching methods:

Lectures are supplemented with multimedia presentations, case studies and discussion. Exercises (Tutorial and Field work) are carried out also as field work in companies. Seminars include also oral presentations of seminar work and discussion in small groups. Students are engage in research and presenting research findings at student conferences.

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt): Pisni izpit Vaje	70 30	Type (examination, oral, coursework, project): Written exam Seminar work

Reference nosilca / Lecturer's references:

1. ARZENŠEK, Ana, KOŠMRLJ, Katarina, TRUNK ŠIRCA, Nada. Slovenian young researchers' motivation for knowledge transfer. *Higher education*, ISSN 0018-1560, 2014, vol. 68, no. 2, str. 185-206. <http://link.springer.com/article/10.1007%2Fs10734-013-9702-0>, doi: 10.1007/s10734-013-9702-0.
2. ARZENŠEK, Ana. A comparative study of cognitive schemas of HRM during economic crisis in two Slovenian sectors. *Management*, ISSN 1854-4231, spring 2012, leto 7, št. 1, str. 35-53, tabele. http://www.fm.upr.si/zalozba/ISSN/1854-4231/7_035-053.pdf.
3. KOŽUH, Polona, ARZENŠEK, Ana. Medosebni odnosi in vsebina dela kot dejavnika stresa pri srednjem managementu. *Management*, ISSN 1854-4223, poletje 2011, leto 6, št. 2, str. 177-189, tabele. http://www.fm.upr.si/zalozba/ISSN/1854-4231/6_177-189.pdf.
4. ARZENŠEK, Ana. Perceived factors and obstacles to cognitive schema change during economic crisis. *Organizacija*, ISSN 1318-5454, jul./avg. 2011, letn. 44, št. 4, str. 137-144, doi: 10.2478/v10051-011-0014-9.
5. ARZENŠEK, Ana. Interpretativne sheme upravljanja s človeškimi viri med gospodarsko krizo : primer proizvajalcev za avtomobilsko panogo. *Psihološka obzorja*, ISSN 1318-1874. [Tiskana izd.], 2010, letn. 19, št. 1, str. 43-60.
6. ARZENŠEK, Ana. Raziskovanje kognitivnih shem kot individualnih ali skupinskih struktur = Exploring the cognitive schemas as individual or group structures. *Psihološka obzorja*, ISSN 1318-1874. [Tiskana izd.], 2012, letn. 21, št. 1, str. 39-49, ilustr. http://psy.ff.uni-lj.si/psiholoska_obzorja/arhiv_clanki/2012_1/arzensek.pdf.
7. ARZENŠEK, Ana. Plačni model s stališča motivacije delavcev in odnosov v podjetju. *Delodajalska praksa*, ISSN 2385-8095, 2014, letn. 1, št. 591, str. 21-24.