**Management and leadership in social work**

lecturer: PhDr. Petr Vojtisek, Ph.D.

number of credits: 4

attestation: exam

The seminar is suitable for students with work experience in social work, or students with strong motivation for managerial positions in social work. The seminar is conducted in an interactive form, it is based on a number of practical examples and guided discussions. We work with real situations and examples of good practice. The seminar will acquaint students with key areas of organizational management with an emphasis on sustainability.

Graduates of the seminar will be equipped with basic knowledge of the theory of management and leadership as well as specific generalized experiences that they will be able to use in their future practice.

Content:

· Basic framework for management - organizational forms, cooperation of the state, companies and the non-profit sector in social work (PPP)

· Management and leadership - leadership and management, management styles, manager's personality, relationships with subordinates

· Strategic management - strategic framework, strategic and action plans, self-assessment of the organization

· Financial management - subsidies x grants, the role of the state in financing, foundation and private resources

· Financial management - budgeting, cash flow, self-financing of NGOs

· Project cycle - project application, project management and evaluation

· Process management - internal communication, administration of internal regulations

· Human resource management - strategy, selection, education, evaluation and motivation, volunteer management

· Public Relations and Marketing - marketing campaigns, working with the media, promotion, PR tools

· Fundraising - resources, fundraising plan, work with donors, negotiations with donors

· Quality management - quality in social work, self-evaluation of the organization, control mechanisms, inspections, customer / client controlled service

Atestation:

Presentation of the solution of a managerial problem (case studies)

Mutation for distance learning

Teaching will take place in the form of online lectures on the Jitsi.org platform at the following link:

https://meet.jit.si/vojtisekpetrffuk

at the time of lectures according to the standard full-time schedule

The attestation will also take place online orally on the same platform on the dates listed in the SIS.

Consultations will take place by prior e-mail agreement online via Jitsi or via Skype.

E-mail for communication with students: info@vojtisekpetr.cz

Recommended literature:

HIEBERT, M., KLATT, B. The Encyclopedia of Leadership. A Practical Guide to Contemporary Leadership Theories and Techniques. New York: McGraw-Hill, 2001. ISBN: 0-07-136308-4

KREITNER, R. The principles of Management, 11th Edition. Cengage Learning: Boston, 2008. ISBN 13-2900547148488.

NORTHOUSE, Peter. G. Leadership: Theory and practice. USA: SAGE Publications, Inc, 2010. ISBN 978-1-4129-7488-2. 87