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Discipline name

**Информационные технологии командной работы и интеллектуальной деятельности / Information technologies of teamwork and intellectual activity**

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| Summary                             | <p><b>Theoretical and practical foundations of team building</b><br/> The concept of team building. A team is a special kind of small group. Command types. Stages of command. Team Leadership. Distribution of team roles and functions. Team presentation</p> <p><b>Team building IT technologies</b><br/> Principles of organizing a team form of work in an online environment. The main categories of commands. Ways to form a team and stages of team building. Teamwork with Padlets. Teamwork on the Miro platform</p> <p><b>Intra-team processes and relationships</b><br/> Distribution of roles and features of team work. Team relationship management. The specifics of managing relationships in a group. Collaboration using Google services in organizing team activities. Organizing remote communication of teams (Discord, Zoom, MS Teams)</p> <p><b>Team interaction</b><br/> The principle of organization's interests priority in team interaction. Planning as a condition for the productive activities of teams. Stages of activity planning. Working with Kahoot and Quizizz gaming learning platforms . Preparing a questionnaire in the Mentimeter application environment and using Google Form</p> <p><b>Team development: IT technologies for time management</b><br/> The concept of time management. Time as a resource and as a goal. Goal setting. Effective time management mechanisms. Priority tasks of time management. Work in the Microsoft Outlook software environment, work time planning</p> <p><b>Intellectual activity of the team: improving the skills of structuring information</b><br/> History of mind maps. The concept of memory maps. Principles of building memory maps. Intellectual maps and programs for their creation. Mind maps in Miro</p> <p><b>Intellectual activity of a team: effective memorization technologies, speech techniques and presentation of results</b><br/> Memorization process. Effective techniques and means of memorization. Study of memorization methods. Improving the technique of memorization<br/> Speech technique and presentation of team work results. Preparing effective presentations.</p> <p><b>Project is the result of a team's work. Digital project management tools</b><br/> The concept of project activity. Features of project preparation. The main elements of a project and the requirements for it. Trello project management system. Formation of a project in the MS Project environment.</p> |
| Learning outcomes of the discipline | <ul style="list-style-type: none"> <li>- participates in interpersonal and group interaction, using an inclusive approach, effective communication, methods of team building and team interaction when working together within the framework of the task.</li> <li>- ensures the work of the team to obtain optimal results of joint work, taking into account the individual capabilities of its members, the use of success methodology, methods, information technologies and foresight technologies;</li> <li>- ensures the fulfilment of the assigned tasks based on monitoring teamwork and timely response to significant deviations</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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| Workload, c. u.                                                                              | 3 c. u.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Reporting Forms                                                                              | Credit - 2th semester                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>List of essential and supplementary literature necessary for mastering the discipline</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Essential literature                                                                         | <p>1. Kamneva, E. V. Training of team building and group work: textbook for magistracy: [16+] / E. V. Kamneva, N. S. Pryazhnikov, M. V. Polevaya; Financial University under the Government of the Russian Federation. - Moscow: Promethey, 2019. - 219 p.: ill. – Available by subscription. – URL: <a href="https://biblioclub.ru/index.php?page=book&amp;id=576048">https://biblioclub.ru/index.php?page=book&amp;id=576048</a> – Bibliography: p. 123 - 131. - ISBN 978-5-907166-93-6. – Text: electronic.</p> <p>2. Project management: textbook: [16+] / ed. by N. M. Filimonova, N. V. Morgunova, N. V. Rodionova. - Moscow: INFRA-M, 2018. - 347 p.: ill., tab. – (Higher education - bachelor's degree). – Available by subscription. – URL: <a href="https://biblioclub.ru/index.php?page=book&amp;id=611356">https://biblioclub.ru/index.php?page=book&amp;id=611356</a> – Bibliography: p. 335-337. - ISBN 978-5-16-013197-9 (print). - ISBN 978-5-16-105962-3 (online). – Text: electronic.</p> <p>3. Shandrikov, A. S. Information technologies: textbook: [16+] / A. S. Shandrikov. - 3<sup>rd</sup> ed., reprint. - Minsk: RIPO, 2019. - 445 p.: ill., tab. – Available by subscription. – URL: <a href="https://biblioclub.ru/index.php?page=book&amp;id=463339">https://biblioclub.ru/index.php?page=book&amp;id=463339</a> (date of access: 03/14/2022). – Bibliography: p. 426-430. – ISBN 978-985-503-887-1. – Text: electronic.</p> |
| Supplementary literature                                                                     | <p>1. Abelskaya, R. Sh. Theory and practice of business communication for software developers and IT managers: study guide / R. Sh. Abelskaya; scientific ed.: I. Obabkov; Ural Federal University the first President of Russia B. N. Yeltsin. - Yekaterinburg: Ural University Press, 2018. - 113 p.: illustrations, tables, schemes. – Available subscription. – URL: <a href="https://biblioclub.ru/index.php?page=book&amp;id=275655">https://biblioclub.ru/index.php?page=book&amp;id=275655</a> – Bibliogr. in book. – ISBN 978-5-7996-1215-3. – Text: electronic.</p> <p>2. Basmanova, N. I. Team building training: study guide: [16+] / N. I. Basmanova; University of Technology. - Moscow; Berlin: Direct-Media, 2019. - 60 p.: ill. – Available by subscription. – URL: <a href="https://biblioclub.ru/index.php?page=book&amp;id=572170">https://biblioclub.ru/index.php?page=book&amp;id=572170</a> – Bibliography: p. 33-34. – ISBN 978-5-4499-0549-9. – Text: electronic.</p> <p>3. <a href="https://ru.padlet.com/">https://ru.padlet.com/</a></p> <p>4. <a href="https://kahoot.com/">https://kahoot.com/</a></p> <p>5. <a href="https://miro.com">https://miro.com</a></p> <p>6. <a href="https://www.mentimeter.com/">https://www.mentimeter.com/</a></p>                                                                                                                                                                            |