

Recruitment rules for the Training carried out under the project 'Baltic Welcome Hub – Your gateway to academia and global collaboration', implemented as part of the Welcome to Poland programme

BASIC INFORMATION

Name

Leader Competencies

Objective

The aim of the training is to equip university staff with practical tools that support effective team management, the development of colleagues' potential, and the building of a culture of engagement and cooperation. After the training, participants will be able to select appropriate leadership styles, communicate effectively and provide constructive feedback, strengthen motivation, build trust-based teams, and effectively delegate tasks while monitoring the achievement of goals.

Duration of training

The training will be conducted on-site at the University of Gdańsk (in Welcome Centre) from 8.00 a.m. to 3.00 p.m. on the following dates:

1st group:

03-04.02.2026

2nd group:

11-12.02.2026

Set of learning outcomes (competencies):

1. Effective leadership and team management – selecting appropriate leadership styles, developing employees' potential, and building efficient, trust-based collaboration.
2. Professional communication and feedback – applying clear communication principles, providing constructive feedback, and conducting difficult conversations.
3. Motivation, delegation and wellbeing – strengthening employee engagement, effectively delegating tasks, and taking care of one's own psychological resilience and work-life balance.

Learning outcomes:

• Knowledge:

The candidate:

- 1.1. has knowledge of different leadership styles and the principles for selecting them according to the situation and the team's level of maturity.
- 1.2. has knowledge of key elements of effective communication, providing feedback, and conducting difficult and conflict-related conversations.
- 1.3. has knowledge of tools for motivation, delegation, and building the wellbeing of both the leader and the team.

• Skills:

The candidate:

- 2.1. is able to apply an appropriate leadership style, responding flexibly to the needs of the team.

- 2.2. is able to communicate effectively, provide constructive feedback, and resolve conflict situations.
- 2.3. is able to motivate employees, delegate tasks, and monitor their implementation while building trust and accountability.

• Social competencies:

The candidate:

- 3.1. is ready to build a culture of cooperation based on trust, engagement, and accountability.
- 3.2. demonstrates awareness of the impact of their own attitudes and behaviours on the team and strives to improve them.
- 3.3. shows concern for wellbeing and work–life balance—both their own and that of team members—and takes preventive actions against professional burnout.

Criteria for assessing learning outcomes:

The candidate:

Learning outcome	Verification criteria	Form of verification
1.1. has knowledge of different leadership styles and the principles for selecting them according to the situation and the team's level of maturity	1.1.1. is able to describe and compare different leadership styles, indicating their strengths, weaknesses, and areas of application 1.1.2. selects an appropriate leadership style for a given team situation, justifying the choice based on the team's level of maturity and needs	Test
1.2. has knowledge of key elements of effective communication, providing feedback, and conducting difficult and conflict-related conversations	1.2.1. is able to identify and discuss the basic principles of effective communication and the elements of constructive feedback 1.2.2. analyses examples of difficult or conflict-related conversations, identifying appropriate communication techniques and courses of action	Test
1.3. has knowledge of tools for motivation, delegation, and building the wellbeing of both the leader and the team	1.3.1. is able to list and describe tools for motivation and task delegation, indicating their application in various organisational situations 1.3.2. explains the importance of the wellbeing of both the leader and the team, describing actions and practices that support balance, psychological resilience, and the prevention of professional burnout	Test
2.1. is able to apply an appropriate leadership style, responding flexibly to the needs of the team	2.1.1. selects a leadership style appropriate to a specific team situation, justifying the choice with reference to employees' needs and level of autonomy 2.1.2. adapts their approach in response to changing conditions or team dynamics, demonstrating flexibility in addressing emerging challenges	Test



2.2. is able to communicate effectively, provide constructive feedback, and resolve conflict situations	2.2.1. applies principles of clear and precise communication, adapting the message to the audience and the purpose of the conversation 2.2.2. provides constructive feedback and proposes solutions in conflict situations, using appropriate communication and mediation techniques	Test
2.3. is able to motivate employees, delegate tasks, and monitor their implementation while building trust and accountability	2.3.1. selects appropriate motivation tools and delegates tasks in a clear and suitable manner, taking into account employees' competencies and potential 2.3.2. monitors the progress of task implementation and provides support, while fostering an atmosphere of trust, accountability, and collaboration within the team	Test
3.1. is ready to build a culture of cooperation based on trust, engagement, and accountability	3.1.1. demonstrates initiative in creating conditions that foster cooperation, open communication, and mutual support within the team 3.1.2. takes actions to strengthen trust and accountability, consistently supporting both their own engagement and that of other team members	Test
3.2. demonstrates awareness of the impact of their own attitudes and behaviours on the team and strives to improve them	3.2.1. reflectively evaluates their own behaviours and attitudes, identifying their impact on team atmosphere, motivation, and collaboration 3.2.2. implements development actions aimed at improving their leadership competencies, responding appropriately to the feedback received	Test
3.3. shows concern for wellbeing and work-life balance—both their own and that of team members—and takes preventive actions against professional burnout	3.3.1. identifies signs of reduced wellbeing or overload, both in themselves and in team members, and responds to them appropriately 3.3.2. applies practices that support balance and psychological resilience, implementing preventive measures to reduce the risk of professional burnout within the team	Test

REQUIREMENTS FOR TRAINING

Participants of the training

To apply for the training, applicant must be an active university staff at the University of Gdańsk on the day of entering the recruitment process and on the scheduled training date. Applicants may not apply for or participate in the training while on any type of leave.

Recruitment

All applicants are required to complete a special registration form at: [Registration form - Leader Competencies](#)

In the case where the number of applications exceeds the number of available places in the group, we reserve the right to assign the participant to a different training group.

The form must be completed and submitted by January 14, 2026.

The order of funding allocation depends on the total number of points obtained – applications with a higher total score will have priority in funding allocation and will be processed according to the ranking list.

The applicants who have submitted a complete set of required documents and met the training criteria may be admitted for the training. The training is intended for 50 osób (2 groups of 25 people each).

Recruitment is carried out with respect for the horizontal principles described in the [Project Regulations §2 point 8](#). If support is needed during the recruitment process for persons with disabilities or special needs, please contact the task coordinator wtp@ug.edu.pl.

Recruitment criteria assessed on the basis of the registration form [Registration form - Leader Competencies](#)

1	Formal criteria	Fulfilled
	UG Employee status	
	holding a managerial position or a role involving the coordination of team work	
	complete application	
	Substantive criteria	Scoring
2	the substantive evaluation of the cover letter justifying the choice of training which should contribute to enhancing competencies	0-5
3	alignment of the participant's professional duties with the training topic	0-5
4	the participant's previous experience in teamwork and people management	0-5

Recruitment results

The committee responsible for verifying and evaluating the applications is required to prepare a ranking list, dividing it into the list of qualified candidates, reserve candidates, and those who do not meet the criteria. All candidates participating in the recruitment process will be individually informed about the results via email by **January 19, 2026**. The list of selected candidates will also be available on the website [Welcome to Poland Project](#)

Documentation before training

Those who are qualified for the training are required to complete the following:

- an electronic pre-test in which the participant independently assesses their skill level before the start of the training,
- registration on the NAWA platform to confirm the participant's eligibility for the project.

Documentation after training



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Those who complete the training are required to complete:

- an electronic post-test in which the participant independently assesses their skill level after completing the training.

Completion of training

Participants who complete the training will receive a certificate of completion.

The verification of learning outcomes includes completing a post-test, in which the participant should achieve a higher score compared to the pre-test in order to receive a certificate of competence enhancement. The above-mentioned certificate may be awarded only to participants who attend both days of the training. Both tests are completed remotely via the Microsoft Forms application.

Contact to Coordinator: wtp@ug.edu.pl

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