

## **PROVA TEORICO-PRATICA TRACCIA n.1**

Un'università sta gestendo un progetto nell'ambito del Programma Erasmus +, Il candidato/la candidata descriva come organizzerebbe la rendicontazione tenendo conto anche del regolamento sulla privacy del Politecnico di Milano.

## **PROVA TEORICO-PRATICA TRACCIA n. 2**

Il candidato/la candidata illustri il processo di avvio della rendicontazione di un progetto europeo finanziato da un programma legato ai temi della didattica, tenendo conto delle procedure legate alla gestione delle attività conto terzi del Politecnico di Milano.

### **PROVA TEORICO-PRATICA TRACCIA n.3**

Nell'ambito di un network scientifico internazionale viene avviato un progetto finanziato dalla UE attraverso il programma Erasmus +. Il candidato/la candidata descriva le modalità gestione della rendicontazione evidenziando in modo particolare le modalità di organizzazione dei rapporti con il/la Project Manager incaricato/a della gestione del progetto .

## PROVA ORALE- TRACCIA N.1

Il candidato illustri il ruolo del Responsabile Gestionale nell'organigramma del Politecnico di Milano contestualizzandolo rispetto alla funzione dei Dipartimenti

## LINGUA INGLESE

**The success and failure of an organization is directly proportional to the effectiveness of the management.**

The superiors must share a healthy relationship with the employees for them to deliver their level best.

Leaders need to acquire certain skill sets for an efficient functioning:

- Management needs to be **impartial towards its employees**. Rules and policies should be same for everyone. Favouritism is a strict no no at the workplace. No employee should be granted special favours.
- **The leaders must promote healthy discussions at the workplace**. Make the employees work in teams for them to know each other well. Encourage morning meetings or weekly meetings for the employees to come up with their problems. Issues should not be left unattended. Try not to meet employees separately in closed cabins. Discussions on a common platform are more fruitful and generate better results. Meet the employees once in a week or month as per your schedule. Don't make the meetings too formal. Allow the employees to bring their cups of coffee as well. Individuals do not open up much in formal discussions.



## **PROVA ORALE- TRACCIA N.2**

Il candidato illustri il funzionamento dei compensi al personale derivanti da attività conto terzi e le indicazioni ad esso connesse nel Regolamento per Prestazioni Conto Terzi del Politecnico di Milano.

## **LINGUA INGLESE**

Management plays an important role in strengthening the bond amongst the employees and making them work together as a single unit. It is the management's responsibility to ensure that employees are satisfied with their job responsibilities and eventually deliver their level best.

The management must understand its employees well and strive hard to fulfill their expectations for a stress free ambience at the workplace.

What is Management Style ?

Every leader has a unique style of handling the employees (Juniors/Team). The various ways of dealing with the subordinates at the workplace is called as management style.

The superiors must decide on the future course of action as per the existing culture and conditions at the workplace. The nature of employees and their mindsets also affect the management style of working.



## PROVA ORALE- TRACCIA N.3

Il candidato illustri come vengono gestiti i prelievi sulle entrate da finanziamenti esterni che arrivano alle singole strutture e evidenzi quali finanziamenti sono esclusi dai prelievi sulle entrate in base al Regolamento Conto terzi del Politecnico di Milano.

## LINGUA INGLESE

### Different Management Styles

#### 1. Autocratic Style of Working

- In such a style of working, the superiors do not take into consideration the ideas and suggestions of the subordinates.
- The managers, leaders and superiors have the sole responsibility of taking decisions without bothering much about the subordinates.
- The employees are totally dependent on their bosses and do not have the liberty to take decisions on their own.
- The subordinates in such a style of working simply adhere to the guidelines and policies formulated by their bosses. **They do not have a say in management's decisions.**
- Whatever the superiors feel is right for the organization eventually becomes the company's policies.
- Employees **lack motivation in autocratic style of working.**

#### 2. Paternalistic Style of Working

- In paternalistic style of working, the leaders decide what is best for the employees as well as the organization.
- Policies are devised to benefit the employees and the organization.
- The suggestions and feedback of the subordinates are taken into consideration before deciding something.
- In such a style of working, employees feel attached and loyal towards their organization.
- Employees stay motivated and enjoy their work rather than treating it as a burden.



