STUDY MODULE DESCRIPTION FORM

Name of the module/subject **Human Resources Management**		Code **1011105341011110195**

Field of study **Management - Part-time studies - Second-cycle**	Profile of study (general academic, practical) **(brak)**	Year /Semester **2 / 4**

Elective path/specialty **Enterprise Management**	Subject offered in: **Polish**	Course (compulsory, elective) **elective**

Cycle of study: **Second-cycle studies**	Form of study (full-time,part-time) **part-time**

No. of hours				No. of credits **2**
Lecture: **10**	Classes: **10**	Laboratory: **-**	Project/seminars: **-**	

Status of the course in the study program (Basic, major, other) **(brak)**	(university-wide, from another field) **(brak)**

Education areas and fields of science and art
 	
social sciences
    Social sciences
	ECTS distribution (number and %**)**
	
	2 100%
	    2 100%

Responsible for subject / lecturer: dr Agnieszka Krugiełka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań	**Responsible for subject / lecturer:** dr Agnieszka Krugiełka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań

Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	The student has a basic knowledge of human resource management in the enterprise.
2	**Skills**	The student understands and is able to analyze the processes occurring in the relationship between people in the organization.
3	**Social competencies**	The student is aware of the importance of the process of human resources management in the context of the qualitative and quantitative results of the organization.

Assumptions and objectives of the course:

Getting to know with the specific human resource management process and bringing the issue to lead a team Staff.

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. The student has the knowledge of the process of recruitment, selection, knows the basic tools to motivate the material and immaterial. - [K2A_W01, K2A_W03]

2. The student has knowledge of the mechanism of the impact of management and delegation, teamwork. - [K2A_W08, K2A_W09]

3. The student has knowledge of the pathological phenomena taking place in the organization - [K2A_W06]

Skills:

1. The student can prepare application documents, to interview, to identify, assess functioning in the organization of a system to motivate, prepare employee evaluation questionnaire. - [K2A_U02]

2. The student is able to verify the source of the impact of management. - [K2A_U07]

3. The student is able to identify the type and apply preventive measures in the field of organizational pathology. - [K2A_U05]

Social competencies:

1. The student is aware of the impact of staffing on the quality of work in the organization. - [K2A_K03]

2. The student understands and recognizes the need for delegation. - [K2A_K02]

3. The student is able to recognize and interpret the relationships between employees of the organization. - [K2A_K04]]

Assessment methods of study outcomes
Lecture completed a written test.
Exercises completed the presentation of the development assessment - preparation and presentation of a selected topic from the list - for about 15 minutes, about 20-page study (individually or in pairs). The assessment of the merits of the presented knowledge (60%), assessment of the way knowledge transfer group ((20%), quality of preparation and presentation pps) and to assess the correctness of the prepared study ((20%) of the relevant literature, footnotes, technical issues).

Course description
Recruitment and selection of personnel and executive management positions (from the point of view of the employer and the applicant).Forms of employment, contracts.
Motivating in practice. Mechanisms affect steering, sway team. Situation management concepts. The pyramid of knowledge and power, organizational culture. Coaching and Mentoring. Communication in organizations. Staff appraisal system. Pathologies in the work environment and dealing with them.

Basic bibliography:

1. Zarządzanie kadrami, Listwan T.,(red), C.H. Beck, Warszawa 2010

2. Polityka kadrowa przedsiębiorstwa, Wyrwicka M.K., Grzelczak A.U., Krugiełka A., Wyd. PP, Poznań 2010

3. Kierowanie zespołem pracowniczym, Kożusznik B., PWE Warszawa 2006

Additional bibliography:

1. Kształtowanie nowoczesnych systemów ocen pracowniczych, Sidor-Rządkowska M., Wolters Kluvier, Kraków 2006

Result of average student's workload	
Activity	**Time (working hours)**
1. Lectures	10
2. Classes	10
3. Consultation	10
4. Exam	5

Student's workload		
Source of workload	**hours**	**ECTS**
Total workload	35	2
Contact hours	30	1
Practical activities	10	1