

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Human Resources Management</b>		Code <b>1011101351011111195</b>
Field of study <b>Management - Full-time studies - First-cycle</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>3 / 5</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>full-time</b>	
No. of hours Lecture: <b>15</b> Classes: <b>15</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>social sciences</b> <b>Economics</b>		ECTS distribution (number and %) <b>2 100%</b> <b>2 100%</b>
<b>Responsible for subject / lecturer:</b> dr Agnieszka Krugielka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr Agnieszka Krugielka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student has knowledge of the basics of management - know the concepts related to the management, organizational culture, delegation of powers, etc..
2	<b>Skills</b>	The student understands and is able to analyze the processes taking place in the relations between people in the organization.
3	<b>Social competencies</b>	The student is aware of the social importance of the human factor management in the context of the qualitative and quantitative results of the organization.
<b>Assumptions and objectives of the course:</b> To provide students with the issues of human resource management, particularly in the head position (and leadership) team.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. The student has the knowledge of the process of recruitment, selection, knows the basic tools to motivate tangible and intangible, practical methods for evaluation of staff - [K1A_W06]		
2. The student has knowledge of the mechanism of the impact of management, delegation and participation processes in the management of the organization. - [K1A_W08, K1W_15]		
3. The student knows methods for improving staff skills and optimize the communication between the members of the organization. - [K1A_W11]		
4. The student has knowledge of organizational standards in the management of human resources. - [K1A_W16]		
5. The student has knowledge of the historical condition of human resource management . - [K1A_W18]		
<b>Skills:</b>		
1. The student can prepare for the process of selection of personnel, assess function in the organization of a system to motivate, prepare a questionnaire to assess employees. - [K1_U01, K1_U02, K1A_U8]		
2. The student uses the knowledge gained to resolve dilemmas arising in the area of human resource management - [K1A_U06]		
3. The student can conduct meeting, prepare a report and presentation and speech. - [K1_U10, K1A_U11]		
4. The student is able to assess the impact of management sources. - [K1_U05, K1_U07]		
<b>Social competencies:</b>		

1. The student is aware of the impact of planning carried out the selection process and to motivate and assess the quality of the staff working in the organization. - [K1\_K05]
2. The student understands and recognizes the need for delegation. - [K1\_K02, K1\_K03]
3. The student is aware of the importance to provide information on the organization, understands the need for continuous optimization and improvement in this area. - [K1\_K01]

### 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

Subject matter, circumstances, extent and evolution of human resource management. Recruitment and selection of staff (from the point of view of the employer and the applicant. Forms of employment. Basic theories and tools to motivate. Mechanisms of impact management. Situation management concepts. Leader and Manager - similarities and differences (competencies, skills, sources of power). The pyramid of knowledge and power. Training managers and executive staff (including coaching and mentoring). Communication in organizations (models, molds, optimization). The conflicts in the organization. Pathologies in the work environment and dealing with them. Pros and cons of teamwork. Corporate social responsibility in the area of employment.

#### Basic bibliography:

1. Zarządzanie zasobami ludzkimi, Armstrong M., Oficyna Ekonomiczna, dom Wyd. ABC, Kraków 2005
2. Zarządzanie zasobami ludzkimi, Pochtowski A. ( red.), PWE, Warszawa 2008
3. Polityka kadrowa przedsiębiorstwa, Wyrwicka M.K., Grzelczak A.U., Krugielka A., Wyd. PP, Poznań 2010

#### Additional bibliography:

1. Zachowania człowieka w organizacji, Kożusznik B., PWE, Warszawa 2007
2. Skuteczny kierownik, Bartkowiak G., Wyd. AE Poznań, Poznań 2002

### Result of average student's workload

Activity	Time (working hours)
1. Lectures	15
2. Classes	15
3. Consultation	15
4. Exam	5

  

Student's workload		
Source of workload	hours	ECTS
Total workload	50	2
Contact hours	50	1
Practical activities	15	0