



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human Resources Management

Course

Field of study

Year/Semester

Engineering Management

2/4

Area of study (specialization)

Profile of study

general academic

Level of study

Course offered in

First-cycle studies

polish

Form of study

Requirements

part-time

compulsory

Number of hours

Lecture

Laboratory classes

Other (e.g. online)

10

Tutorials

Projects/seminars

10

Number of credit points

2

Lecturers

Responsible for the course/lecturer:

Responsible for the course/lecturer:

Agnieszka Krugielka Ph.D.

agnieszka.krugielka@put.poznan.pl

Faculty Engineering Management

2 Jacek Rychlewski Str.

60-965 Poznań

Prerequisites

The student has knowledge of the basics of management - knows the concepts related to management, organizational culture, delegation of responsibility, etc ..

The student understands and is able to analyze the processes taking place in the relations between people in the organization.

The student is aware of the importance of the human factor in the organizational qualitative and quantitative context.



Course objective

The aim is to get students to know the problems of Human Resource Management, especially related to the position of the head (and leadership) team.

Course-related learning outcomes

Knowledge

1. The student has the knowledge of the recruitment and selection process; knows the basic tools of tangible and intangible motivational system and practical methods of assessment staff.

PS6_WG_01,PS6_WG_03,

2. The student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization.PS6_WG_01,PS6_WG_03,

3. The student knows the methods for staff skills developing and how to optimize the communication process between members of the organization.PS6_WG_01,

4. The Student has knowledge of organizational standards of Human Resources Management .PS6_WK_01,

5. The student has knowledge about the historical aspects of the process of Human Resource Management.PS6_WG_03, PS6_WG_04,

Skills

1. The student is able to prepare the staff selection process, to assess the functioning of the organization system, knows, how to motivate employees, and how to prepare a appropriate of an assessing employees questionnaire .PS6_UW_01, PS6_UW_06, PS6_UK_02,

2. The student uses acquired knowledge to resolve problems arising in the field of Human Resource Management .PS6_UW_01, PS6_UW_03, PS6_UO_01,

3. The student is able to arrange business meeting, prepare a report, presentation and deliver the speech.PS6_UW_06, PS6_UK_01, PS6_UK_02,

4. The student is able to assess the sources of managerial influence. PS6_UW_01, PS6_UK_01,

Social competences

1. The student is aware of the relation between staff selection and staff motivation process and is able to assess the quality of work in the organization.PS6_KK_01,PS6_KK_02,

2. The student understands and recognizes the need for powers delegation.PS6_KO_01,

3. The student is aware of the rank of the value of information in the organization understands the need for permanent optimization and improvement in this area.PS6_KR_02, PS6_KK_01,

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The lecture ends with a written test. The test contains 12-15 closed and open questions.



The condition of passing is receiving 50% of points.

Tutorials finish with an assessment resulting from the implementation of 5 tasks. Formative assessment are points from tutorials.

The condition for passing the tutorials, i.e. the final assesment, is to receive 50% of the points.

Programme content

1. Object, conditions, meaning and evolution of Human Resources Management.
2. Recruitment and selection process (the point of view of the employer and the applicant).
3. The forms of employment.
4. Basic theories and tools to motivate.
5. Mechanisms of impact management.
6. Situation management concepts.
7. The leader and manager - similarities and differences (competencies, skills, sources of power).
8. The pyramid of knowledge and power.
9. Training of managers and executive staff (including coaching and mentoring).
10. The communication process in the organization (models, forms, optimization).
11. Conflicts in the organization.
12. Pathologies in the work environment and coping with them.
13. Pros and cons of teamwork.
14. Corporate Social Responsibility in the area of employment.

Teaching methods

Lecture: pps presentation, discussion, case study

Exercises: pps presentations, role playing, presentation of thematic platforms (e.g. e-recruter), specialized webinars (additionally).

Bibliography

Basic

1. Armstrong M., Zarządzanie Zasobami Ludzkimi, Wydawnictwo Wolters Kluwier 2016
2. Wyrwicka M., Grzelczak A., Krugiełka A., Polityka kadrowa przedsiębiorstwa, Wydawnictwo PP, Poznań 2010



3. T.Oleksyn, Zarządzanie zasobami ludzkimi w organizacji, Wydawnictwo Wolters Kluwier 2014

4. H. Król, A. Ludwicyński, Zarządzanie zasobami ludzkimi, Wydawnictwo PWN 2010

Additional

1. B. Kożusznik, Zachowania człowieka w organizacji, PWE 2014

2. Personel i Zarządzanie, miesięcznik INFOR

Breakdown of average student's workload

| | Hours | ECTS |
|--|-------|------|
| Total workload | 60 | 2,0 |
| Classes requiring direct contact with the teacher | 20 | 1,0 |
| Student's own work (literature studies, preparation for tutorials, preparation for public presentation, preparation for test) ¹ | 40 | 1,0 |

¹ delete or add other activities as appropriate