



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human Resources Management of modern enterprises

### Course

Field of study

Year/Semester

Engineering Management

1/1

Area of study (specialization)

Profile of study

general academic

Level of study

Course offered in

Second-cycle studies

polish

Form of study

Requirements

full-time

compulsory

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

15

Tutorials

Projects/seminars

30

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

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Faculty Engineering Management

ul. Jacka Rychlewskiego 2.

60-965 Poznań

Responsible for the course/lecturer:

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### 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 able to discern to associate and to interpret the occurrence appearances in enterprise. The student understands and is prepared for held his social responsibility in business creation.

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. Developing team management skills, from the personnel selection process to the employee dismissal process.

Getting acquaint students with the enterprise development modelling

### Course-related learning outcomes

#### Knowledge

1. Student has the knowledge of structural changes in development processes. PS7\_WG\_04
2. Student has the knowledge of methodology to identify a phase of growth and to prepare scenarios. PS7\_WG\_04
3. 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. PS7\_WG\_01, PS7\_WG\_08
4. The student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization. PS7\_WG\_04
5. The student knows the methods for staff skills developing and how to optimize the communication process between members of the organization. PS7\_WG\_09.

#### Skills

1. The student is able to build models of enterprise development. PS7\_UW\_02
2. The student is able to examine an enterprise to identify a phase of growth, and to prepare scenarios of development for the future. PS7\_UW\_02, PS7\_UW\_03
3. 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 an appropriate assessing employees questionnaire. PS7\_UW\_01, PS7\_UW\_02, PS7\_UK\_01
4. The student uses acquired knowledge to resolve problems arising in the field of Human Resource Management. PS7\_UW\_03, PS7\_UW\_04, PS7\_UW\_06
5. The student is able to arrange business meeting, prepare a report, presentation and deliver the speech. PS7\_UW\_03, PS7\_UW\_04, PS7\_UW\_06, PS7\_UK\_02

#### Social competences

1. Student understands the need of team working in area enterprise development because of the variety of knowledge, skills and problems.
2. Student is conscious of the role, required competences and responsibilities of managers decisions.



3. 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 .PS7\_KK\_01, PS7\_KO\_02
4. The student understands and recognizes the need for powers delegation.PS7\_KK\_02
5. The student is aware of the rank of the value of information in the organization and understands the need for permanent optimization and improvement in this area .PS7\_KR\_01

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Forming grade:

Lecture: 2 colloquiums - at the 7 th and 15th lecture (after about 45 min) Each colloquium contains 13 questions (open and closed). Completing each test - 7 points.

Sum up grade:

Project: work in teams. Credit - project defense.

### Programme content

1. Development and enterprise growth, enterprise life cycle models in the context of personnel policy changes, readiness to change.
2. Premises of enterprise development, mechanisms and phenomena in the development process, organization of enterprise development, sustainable enterprise development, application of the strategic scorecard and OCAI form for diagnosing readiness for developmental changes.
3. Foresight of enterprises. Applications of foresight methodology.
4. Diagnosing the phase of enterprise life and enterprise culture in the aspect of readiness for developmental changes. Preparation of development scenarios.
5. Digitization in the personnel selection process. Remote recruitment. Candidate Experience, Organizational and team onboarding (also in remote form).
6. The image of the organization. Building an Employer Branding strategy, Corporate Social Responsibility.The process of parting with the employee with the organization (exit interview, impact on the image of the organization).
7. Team building process. Motivating proces in diverse team. Teamwork dysfunctions.
8. Appreciating employees. Providing feedback.
9. Job crafting as a method of supporting team work.
- 10.Personnel marketing (conditions, tools).



## Teaching methods

Lecture - pps presentation, discussion, scenes

Project - work in teams, workshops, observation, case study

## Bibliography

### Basic

Metody badania i modele rozwoju organizacji (2012) red. A. Stabryła , S. Wawak, Fundacja UE w Krakowie

Wyrwicka M.K., Ragin-Skorecka K. (2013), Foresight przedsiębiorstw T. 1 Przygotowanie do przyszłości?, Wydawnictwo Politechniki Poznańskiej, Poznań

Wyrwicka M.K. (2003), Endogenne przesłanki organizacyjne rozwoju przedsiębiorstwa, Wydawnictwo Politechniki Poznańskiej, seria rozprawy Nr 374, Poznań

Wyrwicka M.K. (2009) Rozwój przedsiębiorstwa w gospodarce sieciowej [w:] Ergonomia, technika i technologia, zarządzanie, red. M. Fertsch, Wydawnictwo Politechniki Poznańskiej, Poznań s. 341-356

Oczkowska R.,(2019), Zarządzanie Zasobami Ludzkimi, PWN, Warszawa

Gut J.,Haman W.,(2015), Szef to zawód - Psychologia szefa,Wydawnictwo Helion,Gliwice

### Additional

Przedsiębiorstwo odporne na kryzys (2016) M. Romanowska, W. Mierzejewska (red.), Oficyna a Wolters Kluwer business, Warszawa

Wyrwicka M.K., Różnice pokoleniowe a inteligentny rozwój gospodarczy [w:] Systemy zabezpieczenia społecznego wobec wyzwań demograficznych i rynkowych (2014) M. Szczepański, T. Brzęczek, M. Gajowiak(red.), Wyd. Politechniki Poznańskiej, Poznań, s. 263-274.

Krugiełka A., (2019),Modelowanie CSR w obszarze klienta wewnętrznego. Wydawnictwo Politechniki Poznańskiej,Poznań

PulsHR, HR Standard,Personel i Zarządzanie

## Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	45	2,0
Student's own work (literature studies, preparation classes/tutorials, preparation for test, project preparation) <sup>1</sup>	30	1,0

<sup>1</sup> delete or add other activities as appropriate