



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human Resource Management

Course

Field of study

Management and Production Engineering

Area of study (specialization)

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Level of study

Second-cycle studies

Form of study

part-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

Number of hours

Lecture

12

Laboratory classes

Tutorials

8

Projects/seminars

Other (e.g. online)

Number of credit points

3

Lecturers

Responsible for the course/lecturer:

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Responsible for the course/lecturer:

Prerequisites

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

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.
2. The student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization.
3. The student knows the methods for staff skills developing and how to optimize the communication process between members of the organization.
4. The Student has knowledge of organizational standards of Human Resources Management .
5. The student has knowledge about the historical aspects of the process of Human Resource Management.

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 .
2. The student uses acquired knowledge to resolve problems arising in the field of Human Resource Management .
3. The student is able to arrange business meeting, prepare a report, presentation and deliver the speech.
4. The student is able to assess the sources of managerial influence.

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

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 9 closed and open questions.

The condition of passing is receiving 60% of points.



Tutorials finish with an assessment resulting from the implementation of 5 tasks. The condition for passing the exercises is to receive 60% 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

Tutorials: pps presentations, role playing, presentation of thematic platforms (e.g. e-recruiter), 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.



Additional

1. Krugiełka A, Modelowanie CSR w obszarze klienta wewnętrznego, Wydawnictwo PP, 2019.
2. Gut J., Haman W., Psychologia szefa. Wydawnictwo Helion, Gliwice, 2009.

Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
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 tests,) ¹	55	2,0

¹ delete or add other activities as appropriate