POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Human Resources Management [S1Log2>ZZL]

Course

Field of study
Logistics

Year/Semester
3/5

Area of study (specialization)
–

Profile of study
general academic

Level of study
first-cycle

Course offered in
polish

Form of study
full-time

Requirements
compulsory

Number of hours

Lecture
15

Laboratory classes
0

Other (e.g. online)
0

Tutorials
15

Projects/seminars
0

Number of credit points
2,00

Coordinators

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Lecturers

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. 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 [P6S_WK_08]
2. Student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization [P6S_WK_08] [P6S_WK_10]
3. Student knows the methods for staff skills developing and how to optimize the communication

process between members of the organization [P6S_WK_08]
4. Student has knowledge of organizational standards of Human Resources Management [P6S_WK_08] [P6S_WK_10]

Skills:
1. 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 [P6S_UU_01] [P6S_UW_04]
2. Student uses acquired knowledge to resolve problems arising in the field of Human Resource Management [P6S_UW_04]
3. Student is able to arrange business meeting, prepare a report, presentation and deliver the speech [P6S_UU_01]
4. Student is able to assess the sources of managerial influence [P6S_UU_01]

Social competences:
1. 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 [P6S_KO_02]
2. Student understands and recognizes the need for powers delegation [P6S_KR_02] [P6S_KR_01]
3. 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 [P6S_KO_02]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Lecture: Ends with a written test. The test contains 12-15 closed and open questions. The condition of passing is receiving 50% of points.
Tutorial: 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

Lecture: Object, conditions, meaning and evolution of Human Resources Management. Recruitment and selection process (the point of view of the employer). Online and onsite. Onboarding, Employer Branding (onsite and online). The forms of employment. Basic theories and tools to motivate. Mechanisms of impact management. Situation management concepts. The leader and manager - similarities and differences (competencies, skills, sources of power). The communication process in the organization (models, forms, optimization) Online and onsite. Pathologies in the work environment and coping with them. Pros and cons of teamwork. Corporate Social Responsibility in the area of employment.
Tutorial: Recruitment and selection process (the point of view of the applicant). Online and onsite.Candidate Experience, Exit Interwiew (onsite and online). Pyramid of knowledge and power. Training of managers and executive staff (considering coaching and mentoring).Remote and hybrid work (models and tools for remote work). Online teamwork (programs). Manager's workshop (entry into the team).

Teaching methods

Lecture: pps presentation, discussion, case study.
Exercises: pps presentations, role playing, presentation of thematic platforms (e.g. e-recruter), specialized webinars (additionally).The pyramid of knowledge and power. Training of managers and executive staff (including coaching and mentoring).

Bibliography

Basic:
1. Armstrong M., Zarządzanie Zasobami Ludzkimi, Wydawnictwo Wolters Kluwer, Warszawa 2016.
2. Wyrwicka M., Grzelczak A., Krugiełka A., Polityka kadrowa przedsiębiorstwa, Wydawnictwo PP, Poznań 2010.
3. Oleksyn T., Zarządzanie zasobami ludzkimi w organizacji, Wydawnictwo Wolters Kluwer, Warszawa 2014.

4. Krugiełka A, Bartkowiak A., Knap-Stefaniuk A., Sowa-Bethane E., Dachowski R., Onboarding in Polish Enterprises in the Perspective of HR Specialists, nt. Journal Environmental Research of Public Health 2023, 20, 151.
5. Krugiełka A., Modelowanie CSR - w obszarze klienta wewnętrznego, Wydawnictwo PP, Poznań 2019.

Additional:
1. Kożusznik B., Zachowania człowieka w organizacji, PWE, Warszawa 2014.
2. Personel i Zarządzanie, miesięcznik INFOR.

Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00