POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Human Resource Management [S1DSwB1>ZZL]

Course

Field of study
Data Science in Business

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
elective

Number of hours

Lecture
15

Laboratory classes
0

Other
0

Tutorials
15

Projects/seminars
15

Number of credit points

4,00

Coordinators

dr hab. Agnieszka Krugiełka
agnieszka.krugielka@put.poznan.pl

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. Qualitative and quantitative results of the organisation.

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:
Characterizes the basic models and concepts of human resource management and their impact on organizational functioning [DSB1_W09].
Describes the principles of recruitment, selection, onboarding, and offboarding in organizations, considering aspects of the Candidate Experience [DSB1_W10].

Skills:
Analyzes and visualizes labor market and employment structure data using analytical tools [DSB1_U04].
Formulates the specification of human resource management problems and proposes solutions in the areas of employee motivation, evaluation, and development [DSB1_U05].
Conducts a critical analysis of HR strategies used in organizations, identifying their strengths and weaknesses and suggesting improvements [DSB1_U07].
Applies standards and norms related to human resource management, including principles of ethics, employer branding, and corporate social responsibility [DSB1_U10].

Social competences:
Considers ethical and social aspects in personnel management processes, ensuring employees' professional development and well-being.
Takes responsibility for the quality of HR processes in the organization, considering changing market conditions and employee needs.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Knowledge acquired during the lectures will be verified on the basis of the completion of 2 tasks (marks1-10, min. 6 points) and the results of a written test (9 questions, open and closed, min. 5 points).The condition of passing for lectures is receiving 60% of points.
Passing the lecture if obtaining at least 60% correct answers.
Practical knowledge and skills acquired during the exercises will be verified on the basis of the completion of 2 tasks (points are awarded for each (1-10), minimum threshold 6 points per task).
The condition of passing for tutorials is receiving 60% of points.

Programme content

1. Subject matter, objectives, importance and evolution of human resource management.
2. Recruitment and selection of personnel.
3. The role of the manager in the process of recruitment, onboarding and offboarding.
4. The basic theories and tools of motivation.
5. The appreciation process.
6. The mechanisms of managerial influence .
7. Training of management and executive staff .
8. Communication in the organisation.

Course topics

Lectures:
1. Subject matter, objectives, importance and evolution of human resource management.
2. Recruitment and selection of personnel (from the point of view of the employer and the applicant), Candidate Experience.
3. The role of the manager in the process of recruitment and onboarding.
4. The basic theories and tools of motivation in practice.
5. The appreciation process (feedback, one2one).
6. The mechanisms of managerial influence (considering the pyramid of power and knowledge).
7. Training of management and executive staff (including coaching and mentoring).
8. Communication in the organisation.
Tutorials:
1. Team entry and exit (considering the rules of cooperation between manager and team).
2. Rewarding and admonishing communication.
3. Building an appreciation algorithm.
4. Motivation and the values recognised by different generations.
5.Leader and manager - similarities and differences.
6. Effectiveness of training, improvement through coaching and mentoring.
7.Competences expected in the current labour market (analysis of application documents).
8. Meetings, public speaking, presentation of reports, principles of communication in the organisation (formal and informal).

Project:
1. Recruitment process from scratch.
2. Onboarding of a new employee.
2. Trends in building motivation systems.
3. Improvement of staff skills.
4. Monitoring the level of staff satisfaction in practice.
5. Diagnosis of organizational culture .
6 Employer Branding in an enterprise.
7. Communication process during organizational change and crisis.
8. Corporate social responsibility - building a strategy in the enterprise.

Teaching methods

Lecture: presentation, discussion, case study, role playing.
Tutorials: team work, pps presentation, role playing, presentation of platforms used in recruiter's work.
Project: work with analysis, diagnosis and evaluation and observation. Work with survey questionnaire, interview and data analysis, presentation.

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. Król H., Ludwiczyński A., Zarządzanie zasobami ludzkimi, Wydawnictwo Naukowe PWN, Warszawa 2010.

Additional:
1. Krugiełka A, Modelowanie CSR w obszarze klienta wewnętrznego, Wydawnictwo PP, 2019.
2. Gut J., Haman W., Psychologia szefa. Wydawnictwo Helion, Gliwice, 2009.
3. Personel i Zarządzanie, miesięcznik INFOR.

Breakdown of average student's workload

	Hours	ECTS
Total workload	100	4,00
Classes requiring direct contact with the teacher	45	2,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	55	2,00