



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human resources management [N2ZiIP2>ZZL]

Course

Field of study

Management and Production Engineering

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

second-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

Number of hours

Lecture

8

Laboratory classes

0

Other

0

Tutorials

8

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. 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:

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.
2. Student has knowledge of the effects of management, delegation of responsibility and making decisions participation processes in the organization.

3. Student knows the methods for staff skills developing and how to optimize the communication process between members of the organization.
4. Student has knowledge of organizational standards of Human Resources Management .

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.
2. Student uses acquired knowledge to resolve problems arising in the field of Human Resource Management (using also data analysis and simulation methods).
3. Student is able to communicate in a team, arrange business meeting, prepare a report and presentation.

Social competences:

1. The student is aware of the influence of planning selection, motivation and assesment processes on the quality of work and efficiency in the organisation.
2. The student understands the necessity of cooperation with experienced employees and experts.
3. The student is aware of the importance of human resources development in the organisation, understands the need to learn and improve the team in this respect.

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 (marks 1-10, min. 6 points) and the results of a written test (7 questions, open and closed, min. 4 points). The condition of passing for lectures is receiving 60% of points. Passing the lecture if obtaining at least 50% correct answers. Assignment of grades to percentage ranges of results: <90–100> very good; <80–90> good plus; <70–80> good; <60–70> satisfactory plus; <50–60> satisfactory; <0–50> unsatisfactory. 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 (feedback).
6. The mechanisms of managerial influence .
7. Training of management and executive staff.
8. Communication in the organisation.

Course topics

Lecture:

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, onboarding and offboarding.
4. The basic theories and tools of motivation.
5. The appreciation process (feedback).
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).

Teaching methods

Lecture: presentation, discussion, case study. Lecture conducted remotely using the synchronous access method.

Tutorials: team work, pps presentation, role playing, presentation of platforms used in recruiter's work.

Bibliography

Basic:

1. Armstrong M., Zarządzanie Zasobami Ludzkimi, Wydawnictwo Wolters Kluwer, Warszawa 2016.
2. Wyrwicka M., Grzelczak A., Krugielka A., Polityka kadrowa przedsiębiorstwa, Wydawnictwo PP, Poznań 2010.
3. Oleksyn T., Zarządzanie zasobami ludzkimi w organizacji, Wydawnictwo Wolters Kluwer, Warszawa 2014.
4. Król H., Ludwiczynski A., Zarządzanie zasobami ludzkimi, Wydawnictwo Naukowe PWN, Warszawa 2010.

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	50	2,00
Classes requiring direct contact with the teacher	18	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	32	1,50