



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human Resources Management [N1IZarz1>ZZL]

### Course

Field of study

Engineering Management

Year/Semester

2/4

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

compulsory

### Number of hours

Lecture

10

Laboratory classes

0

Other

0

Tutorials

10

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr hab. Agnieszka Krugielka

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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:

The student analyzes and describes advanced concepts of managing organizations in the context of human resource management [P6S\_WG\_01].

The student explains theories of organizational behavior and the importance of organizational bonds for the efficiency of organizations [P6S\_WG\_03].

The student describes the historical evolution of organizational structures and the processes of their formation and change, especially in the context of human resources [P6S\_WG\_04].

The student interprets ethical standards and their impact on managing organizations, particularly in aspects of employment and employee relations [P6S\_WK\_01].

#### Skills:

The student uses theoretical knowledge to analyze processes of recruitment, selection, training, and personnel development [P6S\_UW\_01].

The student applies acquired knowledge to solve ethical and managerial dilemmas, e.g., in conflict situations [P6S\_UW\_03].

The student interprets social phenomena in the organization, such as team dynamics and the impact of leaders [P6S\_UW\_06].

The student prepares and presents oral presentations on detailed issues of human resource management, using diverse sources [P6S\_UK\_02].

The student takes responsibility for individual and team tasks in the area of human resource management [P6S\_UO\_01].

#### Social competences:

The student evaluates and prioritizes tasks in human resource management, considering their cause-and-effect relationships [P6S\_KK\_02].

The student substantively contributes to social projects related to employment, considering legal, economic and organizational aspects [P6S\_KO\_01].

### 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 12-15 closed and open questions.

The condition of passing is receiving 50% of points.

Tutorials finish 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

1. Object, conditions, meaning and evolution of Human Resources Management.
2. Recruitment and selection process.
3. Basic theories and tools to motivate.
4. Mechanisms of impact management.
5. Situation management concepts.
6. The leader and manager - similarities and differences.
7. Training of managers and executive staff .
8. The communication process in the organization.
  
11. Corporate Social Responsibility in the area of employment.
12. The offboarding process in organization.

### 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 and onboarding.
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: pps presentation, discussion, case study

Exercises: 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., Krugielka A., Polityka kadrowa przedsiębiorstwa, Wydawnictwo PP, Poznań 2010
3. T. Oleksyn, Zarządzanie zasobami ludzkimi w organizacji, Wydawnictwo Wolters Kluwier 2014
4. H. Król, A. Ludwiczynski, Zarządzanie zasobami ludzkimi, Wydawnictwo PWN 2010
5. Onboarding in Polish Enterprises in the Perspective of HR Specialists  
January 2023 International Journal of Environmental Research and Public Health (IJERPH) 20(2):1512  
DOI:10.3390/ijerph20021512

Additional:

1. B. Kożusznik, Zachowania człowieka w organizacji, PWE 2014
2. Personel i Zarządzanie, miesięcznik INFOR
3. A. Krugielka (2019), Modelowanie CSR w odniesieniu do klienta wewnętrznego, Wydawnictwo Politechniki Poznańskiej, Poznań, ISBN 978 83 7775 549 5

## Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	40	1,00