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| **Course unit title** | **PERSONNEL MANAGEMENT** |
| **Course unit code** | SociP418 |
| **Type of course unit** | B part – Restricted option |
| **Level of course unit** | 2nd cycle (Master) |
| **Year of study** | - |
| **Semester** | II |
| **Number of ECTS credits** | 3 |
| **Name of lecturer(s)** | Anita Mežinska, MBA |
| **Learning outcomes of the course unit** | **Aims of the course**  To develop students' skills in personnel management, promoting successful establishment and development of partnership relationships in enterprise (organisation)  **Objectives of the course** To acquire knowledge about personnel’s management.  * 1. To develop practical management skills in personnel planning, in employees selection, adaptation and motivation.   2. To get to know potential employees promotion possibilities, activating work with the personnel.   3. To make understanding about professional career development's opportunities.   **Results of the course (competences to be developed)**  Personnel management competences |
| **Mode of delivery** | Face-to-face |
| **Prerequisites and co-requisites** | Acquired knowledge communication and social pedagogy |
| **Recommended optional programme components** | - |
| **Course contents** | The aim of the course is to develop students' competences in personnel management, to acquaint students with personnel management theoretical and practical questions, activating enterprise's (organisation) main condition of functionaries, varied work with personnel and employees' potential development facilities, which allows to understand real causes of enterprise's (organisation) actions problems and gives understanding of most suitable strategies of problems solution. |
| **Course plan** | |  |  | | --- | --- | | **Theme** | **Sub-theme** | | 1. Introduction in personnel management theory | Explanation of terms  Personnel's policy, functions and tasks | | 2.Personnel management’s theoretical aspects | Enterprise's (organisation) identity Regularity and principles of management  Processes of changes and their management in enterprise | | 3. Personnel management | Personnel describing features  Basic principles of personnel planning  Personnel management system  Personnel management policy  Personnel management strategy and tactics  Methods of strategy development | | 4. Policy and procedures of personnel selection | Internal and external resources of personnel search  Personnel selection  Methods of making requests  profession classifier and profession program  Profession standard and position description  Types and methods of selection | | 5. Personnel adaptation | Aims and tasks of adaptation  Methods of adaptation  Terms and types of communication  Solution of conflict  Personnel motivation problems | | 6. Assessment of personnel | Process of assessment  Employees assessment criteria  Methods of assessment  Methods of leading personnel assessment | | 7. Professional career and competences | Opportunities of professional growth  Position vacancies  Human resources strategy | |
| **Recommended or required reading** | - |
| **Planned learning activities and teaching methods** | Lectures, seminars, student's individual work |
| **Assessment methods and criteria** | **Test**  Fulfilled practical work, presented report. |
| **Language of instruction** | English |
| **Work placement(s)** | N/a |