HUMAN RESOURCE MANAGEMENT

COURSE SYLLABUS

Code and name of specialty	073 – Management	Institute	Institute of Education and Science in Economics, Management and International Business
Program name	Human resource management	Department	Management and taxation
Type of program	Educational and Professional	Language of instruction	English

LECTURER

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CSc (Economics), Associate Professor of Management of Innovative Entrepreneurship and International Economic Relations Department (NTU "KhPI")
Authored and co-authored over 120 scientific publications. Courses: "Intellectual Property", "Business Ethics and Social Responsibility in Business", "International Intellectual Property Management System", "Means of Individualization in Entrepreneurship and Trade", "Economic and Legal Characteristics of Intellectual Property", "Human Resource Management", "Business Economics"

GENERAL DESCRIPTION OF THE COURSE

Summary	The course considers the principles and methods associated with effective personnel management. It covers all aspects of personnel selection and placement, evaluation and training, ensuring the purposeful use of personnel in business. In this cource students will learn how to develop and implement personnel policy in modern organizations. The vehicle for achieving this is the preparation of a course project based on the enterprise that students have selected.
Course objectives	● to focus on the key components of an effective personnel management system in the organization; ● to deepen students' understanding of personnel policy of a modern organization based on a hands-on approach (situational analysis) ● to enhance students' capacity for independent research in the field of and management
Types of classes and control	Lectures, workshops, consultations. The course ends with a final exam
Term	4

Student workload (credits) / Type of course	6 / Mandatory	Lectures (hours)	32	Workshops (hours)	32	Self-study (hours)	116

Program competences	SK06. The ability to act socially responsibly and consciously. SK07. The ability to choose and use modern management tools. SC10. The ability to work in a team and establish interpersonal interaction in solving professional problems. SK11. The ability to create and organize effective communications in the management process. SK14. Understanding the principles of psychology and using them in professional activities. SK15. The ability to form and demonstrate leadership qualities and behavioral skills

Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO04. To show skills of identification of problems and justification of management decisions	Interactive lectures with presentations, discussions, workshops, teamwork, case-based learning, student-peer feedback, problem-based learning	Written individual assignments (CAS), practical assessment (CAS), problem sheets (CAS), online tests (CAS), exam in the form of course paper (FAS)
LO08. To apply management methods to ensure the effectiveness of the organization.	Interactive lectures with presentations, discussions, workshops, teamwork, case-based learning, research work, project-based learning	Written individual assignments (CAS), practical assessment (CAS), peer small group presentations (CAS), online tests (CAS), exam in the form of course paper (FAS)
LO09. To plan and organize operational activity, effectively manage the resources of the business entity.	Research work (fieldwork), workshops, case-based learning, student-peer feedback, individual and teamwork	Written individual assignments (CAS), practical assessment (CAS), data collection and reporting on fieldwork (CAS), exam in the form of course paper (FAS)
LO11. To show skills of situation analysis and communication in various areas of the organization.	Interactive lectures with presentations, discussions, workshops, project-based learning, teamwork	Written individual assignments (CAS), peer small group presentations (CAS), online tests (CAS), oral presentation of the project (FAS), exam in the form of course paper (FAS)
LO16. To show skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.	Research work (fieldwork), workshops, project-based learning, individual and teamwork	Written individual assignments (CAS), reporting on fieldwork (CAS)

ASSESSMENT AND GRADING

Ranges of points corresponding to grades	core (points) for all types of learning activities	ECTS grading scale	The national grading scale	Allocation of grade points	100% Final assessment as a result of Final exam (40%) and Continuous assessment (60%). 40% Final exam: course paper (written business plan) and its oral presentation 60% Continuous assessment: • 25% practical assessment; • 25% individual assignments (including problem sheets, reporting on fieldwork, and peer small group presentations) • 10% mid-term control (2 online tests)
	90-100	A	excellent		
	82-89	B	good		
	74-81	C			
	64-73	D	satisfactory		
	60-63	E			
	35-59	FX	Unsatisfactory (with the exam retake option)		
	0-34	F	Unsatisfactory (with mandatory repetition of the course)		

Course policy	Students are expected to attend classes regularly, to get to class on time and stay for the duration of the class. In the case of absence, students will be required to submit all assignments to make up for the missed classes. Students are also expected to come to class having read all the required material and being ready to productively participate in the class discussions. Written assignments should be submitted before the specified deadlines.

COURSE STRUCTURE AND CONTENT

Lecture 1-2	The role of personnel management and human resource planning	Workshop 1-2	Personnel management in the management system of organizations	S e l f -	Classification of management staff in domestic organizations and in Western countries: a comparative aspect
Lecture 3-4	Trends in human capital. Personnel policy and strategy	Workshop 3-4	Identification of advantages and disadvantages of management styles		Creating a socio-psychological portrait of the leader

				study	
	of personnel management of the organization				
Lecture 5-6	Personnel planning. Professional selection and recruitment	**Workshop 5-6**	Application of personnel planning methods		Creating a resume of a candidate for a vacant position
Lecture 7-8	Motivation and stimulation of staff	**Workshop 7-8**	Planning Remuneration and bonus		Writing a motivation program for employees of the enterprise
Lecture 9-10	Conflicts in the personnel management system	**Workshop 9-10**	Conflict resolution in personnel management		Careers of famous managers
Lecture 11-12	Evaluation and certification of personnel in the organization	**Workshop 11-12**	Choice of method, evaluation of employees of the department		Creatin a comparative characteristics of known methods of personnel evaluation, including assessment of business potential and performance
Lecture 13-14	Management of development and movement of personnel of the organization	**Workshop 13-14**	Calculation of personnel movement indicators; development of personnel movement schemes; development of regulations on adaptation and rotation of employees		Writing an administration measures for dismissal that apply to employees who are dismissed for specific reasons
Lecture 15-16	The effectiveness of personnel management; tips for pitching	**Workshop 15-16**	Application of a system of indicators to assess the effectiveness of personnel management. Project preparation and presentation		Preparing course project and pitch

RECOMMENDED READING

Compulsory

1. Armstrong M. (2010). *Armstrong's Human Resource Management Practice: A Guide to People Management*. Kogan Page.
2. Boxall P., Purcell J., Wright P. (2007) *The Oxford Handbook of Human Resource Management.* New York; Oxford University Press Inc.
3. Belcourt M., Singh P., Snell Scott A., Morris Shad S., Bohlander G. (2016). *Managing Human Resources*. Nelson Education Ltd., 8th Ed.
4. Anderson C. (2016). *Human Resources Policies and Procedures Manual*. Bizmanualz Page.
5. Davies H. (2018). *Innovations in HR management.* Online resource: https. www.hrdconnect.com/2018/10/23/innovations-in-hr-management.
6. Evans, V., Dooley, J., White, R. (2016). *Human Resources*. Express Publishing.

Recommended

1. Buckley R., Caple J. (2009). *The Theory and Practice of Training.* Kogan Page.
2. Burton-Jones A., Spender J.C. (2012). *The Oxford Handbook of Human Capital.* Oxford University Press.
3. Branham L. (2005). *The 7 hidden reasons employees leave*. AMACOM.
4. Garner E. (2012). *Recruitment and Selection*. Bookboon.
5. Bridge, S., & Hegarty, C. (2012). *An alternative to business plan based advice for start-ups?.* Industry and Higher Education, 26(6), 443-452.
6. Benscoter G.M. (2012). *The Encyclopedia of Human Resource Management: Thematic Essays.* Pfeiffer.
7. How to write a personal profile for a CV? 8 practical examples that will help you [E-resource]. – Available at: https://www.cvmaker.uk/blog/cvwriting/how-to-write-a-personal-profile-for-acv?gclid=EAIaIQobChMI1_Kf2Mjt6wIVciB7Ch2G9QU_EAAYASAAEgKS4_D_BwE
8. Pynes J.(2009) *Human resources management for public and nonprofit organizations: a strategic approach.* San Francisco: Jossey Bass, 3rd ed, 457 p.

Academic integrity

Students are expected to adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI".

The content of this syllabus is consistent with the Human Resource Management course program.