



Syllabus Course Program



Personnel and security of an organization

Specialty

054 - sociology

Institute

ESI of Social and Humanitarian Technologies

Educational program

Sociological support of economic activity

Department

Sociology and public administration (305))

Level of education

Master's level

Course type

Profile training

Semester

2

Language of instruction

English,

Lecturers and course developers



First name and surname

Developer: *Ihor Petrovych Rushchenko*
, Ihor.Rushchenko@kpi.edu.ua

Doctor of sociological sciences, professor. Work experience - 42 years. Author of 195 scientific and scientific-methodological works, including six individual monographs and textbooks.

Course developer: Sociology of personality and deviant behavior, HR and organizational security, Sociology of economic crime, Fundamentals of media literacy and information warfare



First name and surname

Shanidze Nadiia Oleksandrivna
nashanidze@ukr.net

Candidate of Sociological Sciences, Associate Professor of the Department of Sociology and Public Administration.

The author of more than 60 scientific and educational and methodical publications. Leading lecturer on the courses "Sociology of management", "Cross-cultural communications", "Sociology of language", "Sociology of personality and deviant behavior", "Methodology and methods of working with personnel", "Philosophy of economic activity."

Learn more about the teacher on the department's website

<https://web.kpi.kharkov.ua/sp/>

General information

Summary

Studying the course should form students' knowledge of the theoretical foundations of organizational security, threats and risks related to personnel; knowledge of dangerous categories of personnel and methods of strengthening personnel security; the ability to identify persons belonging to different categories of dangerous personnel

Course objectives and goals

Acquaintance of students with the problem of various aspects of personnel security and acquisition by students of the necessary knowledge and skills for practical activities to support the security of organizations as personnel managers

Format of classes

. Lectures, practical classes, independent work, consultations. The final control is Test.

Competencies

GC05. Ability to estimate and support quality of the performed work.

GC06. Ability to make well-substantiated decisions.

GC07. Ability to motivate people and proceed towards the common goal.

SC09. Ability to organize work on employee's motivation at organizations in economic branches.

Learning outcomes

PR10. To develop applied projects in employees motivating at organizations of economic branches

Student workload

. The total volume of the discipline is 120 hours. (4 ECTS credits): lectures – 32 hours, practical classes – 16 hours, independent work – 72 hours.

Course prerequisites

Theoretical sociology of the XXI century, Sociologic support of economic activities, Methodology and methods of work with personnel

Features of the course, teaching and learning methods, and technologies

. During the teaching of the course, multimedia tools, project and team work are used.

A project approach is used in the practical classes, it is planned to independently develop a method of identifying persons prone to various types of organizational deviation (after studying existing methods and their analysis

Program of the course

Topics of the lectures

Topic 1: Organisational security as a subject of sociological analysis.

The relevance of the problem of personnel security, the subject and objectives of the discipline. Security of the organisation, threats and risks, personnel security, dangerous categories of personnel, typification of threats.

Topic 2 Economic security in human resources management

The impact of the personnel management system on the economic security of the organisation. Personnel security as a factor of economic security. Human resources management service and its activities to ensure personnel security

Topic 3. Exogenous and endogenous risks of personnel security of the organisation

Exogenous (external) factors: social, political, ethnic, religious, cultural, etc. Competitive struggle: luring by competitors, disclosure of secrets. Endogenous (internal) factors: unsuitable position, low motivation, inappropriate selection criteria, tendency to deviate.

Topic 4. Organisational deviants and their impact on the security of social organisations

Deviantology and sociology of deviant behaviour, internal organisational norms, organisational deviants. Typology of organisational deviants. Risks and dangers associated with the presence of organisational deviants in the staff.

Topic 5 Addictive behaviour: essence, approaches to its explanation.

Definition of addictive behaviour in sociology, psychology, and human resources. Types of addictions, their characteristics. Threats of addictive behaviour.

Topic 6: Addictions in organisations: the main dangers, methods of identification and work with addictions.

Addictions, types of addictions, main risks and threats associated with addictions. Chemically addicted persons, persons with non-chemical addiction. People with personality disorders in organisations

Topic 7. Persons prone to crime in organisations.

The problem of offences and crime in organisations of various types. Persons with a criminal background or criminal personality and their behaviour in organisations.

Prevention of offences in the labour collective.

Topic 8: Fatigue, chronic stress and their danger.

The concept of fatigue, diagnosis of fatigue, correction of functional states. The concept of stress. Prevention of chronic stress in organisations. Dangerous psychophysiological conditions associated with age-related characteristics of professional activity.

Topic 9. Managerial mistakes and their consequences for the state of personnel security.

Professional inadequacy, professional incompetence and their impact on security. 'Anomalous states' of personnel and security of organisations. Pathological relationships in the team provoked by liars and aggressors

Topic 10. Conflicts in organisations and implications for personnel security.

Conflicts in organisations: types, causes, structure. Conflict management as a way to reduce risks for the organisation.

Topic 11. Building a subsystem of personnel security in the organisation.

Personnel security systems, principles of its functioning, personnel security system, objects of its activity. Methods of working with candidates for the organisation. Methods of screening and safe dismissal of personnel. Protection of the organisation from insider, espionage, hostile intrusion.

Topic 12 Methodology and methods of identifying and working with deviants

Sociological support of personnel security in an organisation. Methodology for assessing the risks of personnel insecurity in organisations

Topics of the workshops

. Topic 1: Organisational security as a subject of sociological analysis.

Determination of the relevance of the problem of personnel security, the subject and objectives of the discipline. Security of the organisation, threats and risks, personnel security, dangerous categories of personnel, typification of threats. Personnel security under martial law.

Topics 2, 3 Economic securities in personnel management. Exogenous and endogenous risks to the organisation's personnel security

The impact of the personnel management system on the economic security of the organisation. Personnel security as a factor of economic security. Human resources management service and its activities to ensure personnel security. Exogenous (external) factors: social, political, ethnic, religious, cultural, etc. Competitive struggle: luring by competitors, disclosure of secrets. Endogenous (internal) factors: inappropriate position, low motivation, inappropriate personnel selection criteria, tendency to deviation.

Topic 4. Organisational deviants and their impact on the security of social organisations

Description of dianthology and sociology of deviant behaviour. Study of internal organisational norms and organisational deviants. Risks and dangers associated with the presence of organisational deviants in the staff.

Topic 5, 6 Addictive behaviour: essence, approaches to its explanation. Addicts in organisations: the main dangers, methods of identification and work with addicts.

Definition of addictive behaviour in sociology, psychology, human resources. Types of addictions, their characteristics. Threats of addictive behaviour.

Study of the concept of 'addictions', types of addictions, the main risks and threats associated with addictions. Chemically addicted persons, persons with non-chemical addiction. People with personality disorders in organisations

Topic 7. Persons prone to crime in organisations.

Determination of the typology of offences and criminality in different organisations and ways to prevent the negative consequences of their presence in the team.

Topic 8: Fatigue, chronic stress and their danger.

The concept of fatigue, diagnosis of fatigue, correction of functional states. The concept of stress. Prevention of chronic stress in organisations. Dangerous psychophysiological conditions associated with age-related characteristics of professional activity.

Topics 9, 10 Managerial mistakes and their consequences for the state of personnel security. Conflicts in organisations and their consequences for personnel security

Professional inadequacy, professional incompetence and their impact on security. 'Anomalous states' of personnel and security of organisations. Pathological relationships in the team provoked by liars and aggressors

Conflicts in organisations: types, causes, structure. Conflict management as a way to reduce risks for the organisation.

Topics 11, 12 Building a personnel security subsystem in an organisation. Methodology and methods of identifying and working with deviants

Personnel security systems, principles of its functioning, objects of its activity. Methods of working with candidates for an organisation. Methods of screening and safe dismissal of personnel. Protection of the organisation from insider, espionage, and hostile intrusion.

Sociological support of personnel security in the organisation. Methodology for assessing the risks of personnel security in organisations.

Topics of the laboratory classes

Laboratory work is not provided.

Self-study

. The course involves an individual project task on creating a methodology for identifying persons belonging to the category of organizational deviants. The check is carried out during the defense of the student's own project in the form of a report and presentation. Students are also provided with relevant scientific works and practical materials for independent study with further discussion during practical classes

Course materials and recommended reading

1	<i>Balanovska T. I., Mykhailichenko M. V., Troyan A. V. Modern technologies of personnel management: a study guide. Kyiv: FOP Yamchynskyi O.V., 2020. 466p.</i>
2	<i>Hrebenyuk A.M. D 79 Fundamentals of information security management: training. manual / A.M. Hrebenyuk, L.V. Rybalchenko. Dnipro: Dniprop. state inside cases, 2020. - 144 p</i>
3	<i>Nikyforenko V. G. Personnel management: training manual. / V. G. Nikyforenko. - Odesa: Atlant, 2013 - 275 p.</i>
4	<i>Work with personnel of organizations: Training manual / edited by Ph.D., prof. I.P. Ruschenka - Kh.: "Fort" Publishing House, 2013. - 460 p.</i>
5	<i>Personnel management: textbook / O. M. Shubaly, N. T. Rud, A. I. Hordiychuk, I. V. Shubala, M. I. Dzyamulych, O. V. Potemkina, O. V. Sereda; in general ed. O. M. Shubaly. – Lutsk: IVV Lutsk NTU, 2018. – 404 p</i>
6	<i>Modern methods of ensuring personnel reliability: a study guide in diagrams and tables. Lviv: LvDUVS, 2019. 128 p</i>

Supporting literature

7	<i>L. Balabanova. Personnel management: Training manual/ L. Balabanova, Olena Sardak; Ministry of Education and Science of Ukraine, DonDUET named after M. Tugan-Baranovskyi. - K.: Professional, 2006. - 511 p.</i>
8	<i>Volkova O. V. The labor market. Study guide / O. Volkova. - K.: Center for Educational Literature, 2007. - 624 p.</i>
9	<i>Danyuk V. Personnel administration: Study guide / V. Danyuk, L. Kulakovska. - K.: Karavela, 2006. - 239 p.</i>
10	<i>Dorofienko, V. V. Personnel management: Graphical modeling: [learning method. manual] / V. V. Dorofienko, Yu. M. Komar, S. Yu. Komar, V. I. Tokareva; Under general ed. S.F. Povazhny. - Donetsk: DonDUU. - 2008. - 266 p.</i>
11	<i>Personnel documentation/O. Chigintseva, V. Matveeva, V. Kuznetsova and others. - Kind. 11th, revised and supplemented. - Kh.: Factor, 2013. - 576 p.</i>
12	<i>Kolpakov V. Personnel marketing: Study guide for students. among. and higher education institutions/ V. Kolpakov; Interregional Academy of Personnel Management. - K.: MAUP, 2006. - 405 p</i>
13	<i>Corporate culture: Study guide. - K.: Center of Educational Literature, 2003. - 403 p.</i>
14	<i>Economic security of enterprises: Textbook / Ortynskyi V.L., Kernytskyi I.S., Zhivko Z.B. etc.; - K.: Alerta, 2011. - 704 p</i>
15	<i>Personality in social organizations: educational and methodological manual for students of specialty 054 "Sociology" / K. A. Agalarova, T. M. Baidak, M. V. Biryukova, etc.; under the editorship I. P. Rushchenko, K. A. Agalarova. - Kharkiv: NTU "KhPI", 2020. - p. 163</i>
16	<i>Mykhailova L.I. Personnel management: education. manual / Mykhaylova L. I. – K.: Center of Educational Literature, 2007. – 248 p.</i>
17	<i>Moiseyenko I.P., Marchenko O.M. Management of financial and economic security of the enterprise: training. manual Lviv, 2011. 380 p</i>
18	<i>Sociology and psychology: Education. manual / Under the editorship Y.F. Pachkovsky. - K.: Karavela, 2009. - 760 p.</i>

Assessment and grading

Criteria for assessment of student performance, and the final score structure

. 100% of the evaluation consists of the final - 20% and the current control - 80%.

The final control is carried out in the form of a differentiated assessment, questions about the assessment are brought to the students in advance.

Current control is carried out at seminar classes (surveys on topics) - 40%, preparation of abstracts - 10% and individual tasks - 10%. Modular control works - 2*10 (20%)

Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrocheshnist/>

Approval

Approved by

Date, signature
28/06/2024



Head of Department
Volodymyr MOROZ

Date, signature
27/08/2024



Guarantor OP
Nadiia SHANIDZE

