

## PERSONNEL MANAGEMENT

Title of Study Programme and Code		Type (compulsory/optional)	Cycle	Year of study when the component is delivered (if applicable)
Business Management 6531LX076		Compulsory	1 <sup>st</sup>	2 <sup>nd</sup> year
Semester/trimester when the component is delivered		Number of ECTS credits allocated	Language of instruction	Mode of delivery (face-to-face/e-learning/...)
3 <sup>rd</sup>		6 ECTS	English	Face-to-face, e-learning
Learning outcomes			Study methods	Assessment methods
After completion of the study subject, a student should be able:			Lectures; Group work; Interpretation of concepts; Analysis of the solution; Solution of the individual tasks; Simulation.	Written exam; test; Defense of the individual homework.
LO 1	To understand human resources management like a system.			
LO 2	To know the main conceptions of human resources management.			
LO 3	To value the main trends of environment changes and their impact to company.			
LO 4	To be able to use staff requirements methods.			
LO 5	To know how to made a system of human resources.			
LO 6	To be able to use complex and analytical methods of work assessment.			
LO 7	To know a functions of personnel department.			
LO 8	To recognize various level staff recruitment and to use their methods of staff satisfaction.			
LO 9	To know how to use staff assessment methods and refreshment courses strategies.			
LO 10	To be able to make an analysis of condition of human resources; structure of age; staff turnover and social price analysis.			
LO 11	To be able to make analysis of work and establish requirements to staff .			
LO 12	To know and understand the main methods of carrier planning, main conceptions and instruments.			

<b>LO 13</b>	To identify legal acts that regulate personnel management in company.		
<b>Prerequisites</b> <b>(these courses must be successfully completed prior to taking this particular course)</b>			
Fundamentals of Management, Fundamentals of Entrepreneurship, Micro-Makroeconomics			
<b>Course content</b>			
1. Human resources conception, content and influencing factors, management environmental. 1. Strategic aspects of human resources management (staff management strategy and its connection with strategic aims in organization; staff management policy). 2. Content of human resources management organization in the company. 3. Information support activities of human resources management (staff accounting, statistics, analysis of work). 4. Human resource planning, recruitment, placement and adaptation. 5. Assessment of staff and work places, staff education and training. 6. Personnel management movement (movement of the concept of career planning, execution redundancies. 7. Measures systems of human resources management (knowledge about staff, salary and motivation, information, delegation and control, recognition and criticism, instruction, organization of group work, management solutions and etc.).			
<b>Recommended or required reading and other learning resources/tools</b>			
1. Nick Wilton (2010).Introduction to Human Resource Management. SAGE Publications Ltd. 2. Sharon Armstrong and Barbara Mitchell (2019). The Essential HR Handbook, 10th Anniversary Edition: A Quick and Handy Resource for Any Manager or HR Professional. Weiser, Revised edition.			