

Course Title	Human Resources Development and Management				
Course Code	IMGT-481E				
Type of Course	Compulsory				
Level	1 st Cycle				
Year / Semester of study	Fourth / Fall				
Lecturer's Name					
ECTS	6	Lectures / week	3	Laboratories / week	0
Course Objectives	<p>It is the study of the organization, management goals, functions and problems of human resources. The course aims to familiarize students with the principles of managing modern human resources.</p> <ul style="list-style-type: none"> • The study of organization, management objectives, functions and problems of human resources. • It aims to familiarize students with the principles of managing modern human resources. • Present and give the student the understanding of the role of human resources in an organization. • Explain the role and purpose of an organization's human resources management work. • Consider the importance of human resource management decisions by placing them in the wider organizational environment. • Provide information on the new strategic approach of managed personnel systems. • Identify the critical factors, which, if managed properly, can increase staff efficiency and well-being. 				
Learning Outcomes	<p>After completing the training, trainees should:</p> <ul style="list-style-type: none"> • be aware of the importance of the proper implementation of human resources management in small and large enterprises. • know the procedure for analyzing and describing / writing jobs. • plan, attract, choose correctly and train their future segment or business potential. • evaluate their staff. 				
Pre-requisites	IMGT 281E	Co-requisites	None		
Course Content	<ul style="list-style-type: none"> • Concept and content of human resources management <ul style="list-style-type: none"> - Importance of HRM in modern enterprises - Personnel management and human resource management 				

- Changes and developments in the business environment that affect HRM
- Organization of HRM
- HRMs for small and large enterprises
- Collaboration with the line managers
- Analysis and job description
 - Concept and content
 - Objectives of job analysis
 - Analysis steps
 - Job description
 - Job examples
- Planning human resources
 - Programming process
 - Programming techniques
 - Flexible forms of employment
- Attracting workers
 - Definition and procedures
 - Goals and philosophy
 - Sources of attraction
 - Methods of attracting candidates
 - Estimation and benchmarking of the offer
 - Ethics and Attraction
- Staff selection
 - Selection process steps
 - Methods of selection
 - Selection test
 - Curriculum vitae
 - Effective access to the labor market
- Training of human resources
 - Principles of effective learning
 - Organization of staff training
 - Training and development of executives
- Employee assessment
 - Defining training needs
 - Linking pay to performance
 - Feedback - Employee re-information
 - Evaluation systems
 - Assessment capabilities
 - Designing an evaluation system
 - Methods of assessment
 - Participation in the evaluation
- Change management and the role of HRM
- Remuneration systems

	<p>SPECIFIC SUBJECTS TO BE COVERED</p> <ol style="list-style-type: none"> 1. Development of human resources management. 2. Work requirements. 3. Programming. 4. Recruitment and selection. 5. Selection and training. 6. Career development and development. 7. Evaluation and improvement of performance. 8. Employee activity. 9. Communication. 10. Top staff. 11. Direction. 12. Disciplinary punishment. 13. Indemnification. 14. Incentive allowance. 15. Benefits of employees. 16. Safety and Health. 17. Human resources audit. 18. International human resources management. 19. Legal framework of human resources management. 						
Teaching Methodology	Lectures, examples, projects and presentations, videos and slides as well as in class activities.						
Bibliography	<p>Required:</p> <ul style="list-style-type: none"> • Managing human resources: the new normal, Potgieter, Ingrid L., editor.; Ferreira, Nadia, editor, 2022 • Lecturer's notes <p>Suggested:</p> <ul style="list-style-type: none"> • Sherman, A. Bohlander, G., and Shell, S. Managing Human Resources 						
Evaluation	<ul style="list-style-type: none"> • Class Participation • Projects / Class Tests • Final Examination • Class Activities <p>Grading Policy</p> <table border="1" data-bbox="496 1917 1187 2047"> <tr> <td>Final Examinations</td> <td>30 – 50%</td> </tr> <tr> <td>Class Tests</td> <td>15 – 30% each</td> </tr> <tr> <td>Term paper or Projects</td> <td>15 – 30%</td> </tr> </table>	Final Examinations	30 – 50%	Class Tests	15 – 30% each	Term paper or Projects	15 – 30%
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INTERCOLLEGE

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Language	English								