

Course Title	Human Resources Development and Management				
Course Code	IMGT-481				
Type of Course	Required				
Level	1 st Cycle				
Year / Semester of study	First / Fall				
Lecturer's Name	Epaminondas Epaminonda				
ECTS	6	Lectures / week	13	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 281	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

SPECIFIC SUBJECTS TO BE COVERED

1. Development of human resources management.
2. Work requirements.

	<p>3. Programming.</p> <p>4. Recruitment and selection.</p> <p>5. Selection and training.</p> <p>6. Career development and development.</p> <p>7. Evaluation and improvement of performance.</p> <p>8. Employee activity.</p> <p>9. Communication.</p> <p>10. Top staff.</p> <p>11. Direction.</p> <p>12. Disciplinary punishment.</p> <p>13. Indemnification.</p> <p>14. Incentive allowance.</p> <p>15. Benefits of employees.</p> <p>16. Safety and Health.</p> <p>17. Human resources audit.</p> <p>18. International human resources management.</p> <p>19. Legal framework of human resources management.</p>
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"> • Διοίκηση Ανθρωπίνων Πόρων (τελευταία έκδοση) Παπαλεξανδρή Ν.-Μπουραντάς Δ. Εκδ. Μπένου Γ • Διαχείριση Ανθρωπίνων Πόρων, τόμος Α (τελευταία έκδοση) NoeR.-HollenbeckJ- GerhartB&Wr Εκδ. Παπαζήση <p>Suggested:</p> <ul style="list-style-type: none"> • Sherman, A. Bohlander, G., and Shell, S. Managing Human Resources (τελευταία έκδοση). • Διοίκηση προσωπικού τουριστικών επιχειρήσεων, Λαλούμης Δ., Ρούπας Βασίλης, Interbooks (τελευταία έκδοση).
Evaluation	Lectures, examples, projects and presentations, videos and slides as well as in class activities.
Language	Greek

