



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Human Resources Management

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### Course

Field of study

Engineering Management

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

2/4

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

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### Number of hours

Lecture

10

Laboratory classes

Other (e.g. online)

Tutorials

10

Projects/seminars

### Number of credit points

2

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### Lecturers

Responsible for the course/lecturer:

Ph.D., Agnieszka Krugielka

Responsible for the course/lecturer:

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### Prerequisites



The student has knowledge of the basics of management - knows the concepts related to management, organizational culture, delegation of responsibility, etc ..

The student understands and is able to analyze the processes taking place in the relations between people in the organization.

The student is aware of the importance of the human factor in the organizational qualitative and quantitative context.

### Course objective

The aim is to get students to know the problems of Human Resource Management, especially related to the position of the head (and leadership) team.

### Course-related learning outcomes

#### Knowledge

The student analyzes and describes advanced concepts of managing organizations in the context of human resource management [P6S\_WG\_01].

The student explains theories of organizational behavior and the importance of organizational bonds for the efficiency of organizations [P6S\_WG\_03].

The student describes the historical evolution of organizational structures and the processes of their formation and change, especially in the context of human resources [P6S\_WG\_04].

The student interprets ethical standards and their impact on managing organizations, particularly in aspects of employment and employee relations [P6S\_WK\_01].

#### Skills

The student uses theoretical knowledge to analyze processes of recruitment, selection, training, and personnel development [P6S\_UW\_01].

The student applies acquired knowledge to solve ethical and managerial dilemmas, e.g., in conflict situations [P6S\_UW\_03].

The student interprets social phenomena in the organization, such as team dynamics and the impact of leaders [P6S\_UW\_06].

The student prepares and presents oral presentations on detailed issues of human resource management, using diverse sources [P6S\_UK\_02].

The student takes responsibility for individual and team tasks in the area of human resource management [P6S\_UO\_01].

#### Social competences

The student evaluates and prioritizes tasks in human resource management, considering their cause-and-effect relationships [P6S\_KK\_02].



The student substantively contributes to social projects related to employment, considering legal, economic and organizational aspects [P6S\_KO\_01].,

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

The lecture ends with a written test. The test contains 12-15 closed and open questions.

The condition of passing is receiving 50% of points.

Tutorials finish with an assessment resulting from the implementation of 5 tasks. Formative assessment are points from tutorials.

The condition for passing the tutorials, i.e. the final assesment, is to receive 50% of the points.

### Programme content

1. Object, conditions, meaning and evolution of Human Resources Management.
2. Recruitment and selection process (the point of view of the employer and the applicant).
3. Basic theories and tools to motivate.
4. Mechanisms of impact management.
5. Situation management concepts.
6. The leader and manager - similarities and differences (competencies, skills, sources of power).
7. The pyramid of knowledge and power.
8. Training of managers and executive staff (including coaching and mentoring).
9. The communication process in the organization (models, forms, optimization).
10. Pros and cons of teamwork.
11. Corporate Social Responsibility in the area of employment.
12. The offboarding process in organization.

### Teaching methods

Lecture: pps presentation, discussion, case study

Exercises: pps presentations, role playing, presentation of thematic platforms (e.g. e-recruiter), specialized webinars ( additionally).

### Bibliography

Basic

1. Armstrong M., Zarządzanie Zasobami Ludzkimi, Wydawnictwo Wolters Kluwier 2016



2. Wyrwicka M., Grzelczak A., Krugiełka A., Polityka kadrowa przedsiębiorstwa, Wydawnictwo PP, Poznań 2010

3. T. Oleksyn, Zarządzanie zasobami ludzkimi w organizacji, Wydawnictwo Wolters Kluwier 2014

4. H. Król, A. Ludwicyński, Zarządzanie zasobami ludzkimi, Wydawnictwo PWN 2010

5. Onboarding in Polish Enterprises in the Perspective of HR Specialists

January 2023 International Journal of Environmental Research and Public Health (IJERPH) 20(2):1512

DOI:10.3390/ijerph20021512

#### Additional

1. B. Kożusznik, Zachowania człowieka w organizacji, PWE 2014

2. Personel i Zarządzanie, miesięcznik INFOR

3. A. Krugiełka (2019), Modelowanie CSR w odniesieniu do klienta wewnętrznego, Wydawnictwo Politechniki Poznańskiej, Poznań, ISBN 978 83 7775 549 5

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	60	2,0
Classes requiring direct contact with the teacher	20	1,0
Student's own work (literature studies, preparation for tutorials, preparation for public presentation, preparation for test) <sup>1</sup>	40	1,0

<sup>1</sup> delete or add other activities as appropriate