



SYLLABUS OF AN ACADEMIC DISCIPLINE «HUMAN RESOURCES MANAGEMENT»

Academic degree - Bachelor
Specialty: 073 Management
Academic programme: «Management»
Year of study: 3, semester: 6
Form of study: full-time
Number of ECTS credits: 4
Language of instruction: English

Lecturer of the discipline

Krystyna Dramaretska, PhD in Economics, Associate Professor, Associate Professor of the Department of Management named after Professor J. S. Zavadskyi

Lecturer's contact information (e-mail)

dramaretska.c.p@nubip.edu.ua

URL of the e-learning course on the NULES e-learning portal

<https://elearn.nubip.edu.ua/course/view.php?id=953>

ACADEMIC DISCIPLINE DESCRIPTION

The aim of the academic discipline is the formation of modern managerial thinking and a system of theoretical knowledge and practical skills in the implementation of personnel management in future specialists. Objectives of the educational discipline – theoretical and practical training of students of higher education on issues of personnel policy formation and the organization's personnel management system; application of modern approaches to determining the need for personnel, organization of recruitment and selection of employees for positions and formation of a successful team; evaluation and professional development of employees, targeted use of their potential.

Competences of the discipline:

Integrative competency (IC): the ability to solve complex specialized tasks and practical problems characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioural sciences.

General competences (GC):

GC 11. Ability to adapt and act in a new situation.

GC 12. Ability to generate new ideas (creativity).

GC 13. Appreciation and respect for diversity and multiculturalism.

GC 15. The ability to act on the basis of ethical considerations (motives).

Special (professional) competences (SK):

SK 9. Ability to work in a team and establish interpersonal interaction when solving professional tasks.

SK 11. Ability to create and organize effective communications in the management process.

SK 14. Understand the principles of psychology and use them in professional activities.

Expected Learning Outcomes (ELO):

ELO 10. Have the skills to justify effective tools for motivating the organization's personnel.

ELO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find means to neutralize it.

ELO 15. Demonstrate the ability to act socially responsibly and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturality.

ACADEMIC DISCIPLINE STRUCTURE

Topic	Hours (lectures/laboratory, practical, seminars)	Learning outcomes	Tasks	Assessment
8 semester				
Module 1				
Topic 1. Human resources management in organization management system.	2/2	Understand the place and importance of personnel management in the management system of organizations. Know the basic concepts and categories of personnel management; principles and methods of personnel management; sources of personnel recruitment into the organization and choosing from them the most economically expedient; methods of finding and attracting candidates for vacant positions; peculiarities of activities and functions of personnel services; Be able to form personnel policy and personnel management strategy of the organization; carry out planning of the organization's human resources; to organize recruitment and selection of employees for positions; compile and analyze the resume of a candidate for a vacant position; conduct interviews with candidates for vacant positions in the organization.	Preparation of reports, presentations for seminar classes. Performance of a practical task, independent work in elearn.	10
Topic 2. Human resource management as a social system.	2/2			10
Topic 3. Human resources policy and strategy of the organization's personnel management.	2/2			10
Topic 4. Planning for human resources in organizations.	2/3			10
Topic 5. Organization of selection and recruitment of human resources.	4/5			15
Topic 6. Organization of activities and functions of personnel services.	2/2			15
Module test 1				30
Total for the module 1				100
Module 2				
Topic 7. Formation of organizational staff.	2/2	To understand the importance of a positive social and psychological climate in the team and the need to form a successful team. Know the technologies for developing organizational,	Preparation of reports, presentations for seminar classes. Performance of a practical	10
Topic 8. Cohesion and social	2/2			10

development of the team.		technical and methodical support for personnel evaluation; peculiarities of employee attestation; the essence of professional development and methods of professional training of employees; peculiarities of the process of career planning and development and work with the personnel reserve. Be able to make a significant contribution to the harmonization of human relations and the formation of a successful team; carry out evaluations of the organization's personnel; draw up and implement a plan of measures for the development of the organization's personnel; determine the effectiveness of personnel management.	task, independent work in elearn	
Topic 9. Evaluation of human resources.	3/2			10
Topic 10. Management of human resources development.	3/2			10
Topic 11. Management of the process of human resources release.	2/2			10
Topic 12. Social partnership in the organization.	2/2			10
Topic 13. Human resources management efficiency.	2/2			10
Module test 2				30
Total for the module 2				100
Total for educational work				70
Exam				30
Total for the course				100

ASSESSMENT POLICY

<i>Deadlines and exam retaking policy:</i>	Works that are submitted late without valid reasons will be assessed with a lower grade. Module tests may be retaken with the permission of the lecturer if there are valid reasons (e.g. a sick leave).
<i>Academic integrity policy:</i>	Copying (copying the text) during written tests and exams is prohibited. The use of mobile devices is allowed only with the permission of the teacher during online testing and preparation of practical tasks. Independent works in the form of abstracts, reports, presentations must have correct text links to the used information sources.
<i>Attendance policy:</i>	Attendance is compulsory. For good reasons (e.g. illness, international internship), training can take place individually (online by the faculty dean's consent).

SCALE FOR ASSESSING STUDENTS 'KNOWLEDGE AND SKILLS

Student's rating, points	National grading of exams
90-100	excellent
74-89	good
60-73	satisfactorily
0-59	unsatisfactory

RECOMMENDED SOURCES OF INFORMATION

1. Балановська Т. І., Гоголя О. П., Драгнева Н. І., Драмарецька К. П., Троян А. В. Управління персоналом: навчальний посібник. 2-ге вид. Київ: ЦП «КОМПРИНТ», 2018. 417 с.
2. Балановська Т. І., Михайліченко М. В., Троян А. В. Сучасні технології управління персоналом: навчальний посібник. Київ: ФОП Ямчинський О. В., 2020. 466 с.
3. Балановська Т. І., Михайліченко М. В., Троян А. В. Управління персоналом: навчальний посібник. Київ: ФОП Ямчинський О. В., 2022. 371 с.
4. Вакарюк Л. В., Гетьманцева Н. Д. Управління персоналом: навчально-методичний посібник. Чернівці: Чернівець. Нац. ун-т ім. Ю. Федьковича, 2021. 84 с.
5. Довгань Л. Є., Ведута Л. Л., Мохонько Г. А. Технології управління людськими ресурсами: навчальний посібник. Київ: КПІ ім. Ігоря Сікорського, 2018. 512 с.
6. Дяків О. П., Островерхов В. М. Управління персоналом: навчально-методичний посібник 2-е видання, переробл. і доповнено. Тернопіль: ТНЕУ, 2018. 288 с.
7. Кодекс законів про працю України: Закон України від 10.12.1971 р. № 322- VIII. URL: <http://zakon2.rada.gov.ua/laws/show/322-08>
8. Конспект лекцій з навчальної дисципліни «Управління персоналом»: навчальний посібник / Л. С. Борданова, В. Е. Мельничук, Н. В. Рощина Н. В. Семенченко. Київ: КПІ ім. Ігоря Сікорського, 2020. 103 с.
9. Менеджмент персоналу: навчальний посібник / Укл. О. В. Безпалько, А. Д. Бергер, Т. М. Березянку, Ю. М. Гринюк, Д. Г. Грищенко, О. І. Драган, А. С. Зеніна-Біліченко, Л. М. Мазник, Л. І. Тертична, О. М. Соломка, О. А. Чигринець [За. заг. ред. О. І. Драган]. Київ: МПП «ЛИНО», 2022. 612 с.
10. Про професійний розвиток працівників: Закон України від 12.01.2012 р. № 4312-VI. URL: <https://zakon.rada.gov.ua/laws/show/4312-17>
11. Управління персоналом: підручник. 2-ге вид., перероб. і доп. / О. М. Шубалий, Н. Т. Рудь, А. І. Гордійчук, І. В. Шубала, М. І. Дзямучич, О. А. Хілуха, П. М. Косінський; за заг. ред. О. М. Шубалого. Луцьк: ЛНТУ, 2023. 414 с.
12. Balanovska T., Orekhivskiy V. HUMAN RESOURCES MANAGEMENT. Textbook. Kyiv: NPE Yamchynskiy O.V., 2020. 173 p.
13. Navrysh O., Dramaretska K. Leadership: textbook for students of higher education of the first (bachelor) level of specialty 073 «Management». Kyiv: TsP «Comprynt», 2022. 458 p.