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| The title of the course | **Personnel Management** |
| Faculty | [Faculty of Mechanical Engineering and Computer Science](http://eng.ath.bielsko.pl/index.php/faculties/gerg) |
| The level of studies | Undergraduate (BA)  Engineer (BSc) |
| Semester | Winter/Summer |
| The form of classes and number of hours | Lecture (15 hs.) |
| Classes conducted for Polish students. Erasmus students can join them | Yes |
| Language of instruction | English |
| The number of ECTS | **1 ECTS** |
| Teacher | Maria Baron-Puda, PhD. |
| The aims of the course  (maximum 500 characters) | The objective of the course is to give students an introduction to world of human resources management in modern companies.  There are presented environment of HRM and basics managerial functions, as well as some processes and tasks realized within human resources management. They are especially: human resources planning, recruitment and selection, motivating including job evaluation and pay differentiation, employees appraisal. |
| The content of the course: main topics and key ideas | 1. Management functions. 2. Classical and modern management principles. 3. Organizational culture. 4. HR analysis. SWOT matrix. 5. Development of personnel function in organizations. 6. Human resources planning, main stages and examples of workforce planning methods. 7. Recruitment and selection. Methods and techniques used in these processes. 8. Motivating people. examples of motivation theories and their effects on human behaviour. 9. Job evaluation process. Job evaluation factors and schemes – examples. 10. Rewarding employees – elements of the reward package. 11. Performance appraisal. Rating methods and criteria. 12. Team work – team roles. |
| Didactics methods | Presentation, examples of exercises, discussion |
| Course requirements | Exam/ attendance |
| Literature (basic and supplementary) | Basic references:  Baron-Puda M.: Personnel Management. Wydawnictwo ATH, Bielsko-Biała 2006   1. Baron-Puda M.: Human resource management in Production Engineering. Wydawnictwo ATH, Bielsko-Biała 2012   Additional references:   1. Hunsaker P.L.: Management: a skill approach. Pearson/Prentice Hall, New York, 2005 2. Mullins L.J.: Management and organisational behaviour. Financial Times/Prentice Hall, Harlow 2002 |
| The effects of the education   * knowledge * skills * social competences | Knowledge:  Students know the main processes realized within area of human resource management.  Skills:  Students are able to apply some methods and techniques of personnel management in real environment.  Social competencies:  Student improve their skills in teamwork, cooperating with others. |