DESCRIPTION OF THE OBJECT

FIELD OF STUDY	Management
SPECIALISATION	All
MODE OF STUDY	Full-time studies / Part-time studies
SEMESTER	3

Name of the subject	Human resources management	
Hourly dimension of particular forms of classes	Full-time studies – 30 Part-time studies – 30	
• lectures	Full-time studies – 15 Part-time studies – 15	
• other forms	Full-time studies – 15 Part-time studies – 15	

Learning objectives:	The main aim of the course is to familiarise students with methods and techniques of acquiring and improving employees. Including human resources management, recruitment, effective motivation of employees, coaching and mentoring.

Learning outcomes for the subject	

Number	Learning outcomes, a student who has successfully completed the course will be able to:	Reference of learning outcomes for the programme	The reference to the learning outcomes for the area
EK_W01	the student is familiar with the terminology in the field of recruitment and improvement of employees and understands the essence of these concepts.	K_W01 K_W03	P6S_WG
EK_W02	the student is able to identify types of personnel policies and characterise the various stages of personnel processes.	K_W06 K_W08 K_W13	P6S_WG P6S_WK
EK_U03	the student understands the interdependencies between the company's development strategy and its staffing needs, which enables me to draw up a plan for staffing needs and determine the possibilities for meeting them.	K_U03 K_U04 K_U05 K_U06 K_U07	P6S_WG
EK_U04	the student is familiar with the entire staff recruitment process and is able to apply it in practice	K_U03 K_U04 K_U05 K_U07 K_U08	P6S_WG
EK_K05	the student is able to motivate, coach, evaluate and classify employees.	K_U03 K_U05	P6S_WG
EK_K06	the student is able to communicate effectively, manage and organise the work of employees	K_K02 K_K05 K_K07 K_K08	P6S_KK P6S_KO P6S_KR

		K_K01	P6S_KK
EK_K07	the student is open to applying new, non-standard solutions adapted to the situation.	K_K08	P6S_KO
		K_K09	P6S_KR

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	Lectures	
T_01	Clarification of key terms	K_W01
T_02	The essence of human resources management in an organisation	K_W01 K_W02
T_03	HR policy models in organisations	K_W01 K_W02
T_04	HR processes in companies	K_W01
T_05	Human resources planning	K_W01 K_W02
T_06	Recruitment - sources of obtaining employees, internal and external recruitment (advantages and disadvantages)	K_W01 K_W02
T_07	Flexible forms of employing staff.	K_W01 K_W02
T_08	Introduction to work and its importance in the process of employee adaptation	K_W01 K_W02
T_09	Staff development and improvement - methods and techniques, career paths	K_W01 K_W02
T_10	Course and characteristics of motivation process. Internal and external conditions of motivation process.	K_W01 K_W02
T_11	Concepts of motivation: content theories, process theories, reinforcement theories. Conclusions for managers.	K_W01 K_W02
T_12	Motivation system - explanation of the concept.	K_W01 K_W02
T_13	Layoffs and retirements.	K_W01 K_W02
	Exercises	
T_14	Employee selection and its instruments (job description, candidate profile, CV, motivation letter, tests, interviews (preliminary and in-depth)	K_U03 K_U04 K_U05 K_K07
T_15	Evaluating employees - criteria and methods	K_U03 K_U04 K_U05 K_K07
T_16	Human capital as an area of interest in a modern company in the context of motivating employees.	K_U03 K_U04 K_U05 K_K06 K_K07

T_17	Remuneration system - components and rules of their application. Formation of variable remuneration components. Rules of effectiveness of motivating influence of remuneration.	K_U03 K_U05 K_K06 K_K07
T_18	Possibilities of improvement and development of employees.	K_U03 K_U05 K_K06 K_K07
T_19	Essence and types of trainings. Principles of training effectiveness.	K_U03 K_U05 K_K07
T_20	Stages of professional career and private life.	K_U03 K_K07
T_21	Succession scheme as a tool for shaping employee's career.	K_U03 K_U05 K_K07
T_22	Flexible forms of employment.	K_U03 K_U05 K_K06 K_K07
T_23	Coaching principles. Case study analysis.	K_U03 K_U05 K_K06 K_K07
T_24	Coaching as a modern means of influencing employee motivation.	K_U03 K_U05 K_K06 K_K07
T_25	Empowerment - the essence and principles of employee empowerment. Shaping the environment of empowerment.	K_U03 K_U05 K_K06 K_K07
T_26	Barriers and costs of empowerment. Benefits resulting from empowerment implementation. Case study analysis.	K_U03 K_U05 K_K06 K_K07
T_27	Mentoring - stages of mentoring, results of mentor's work. Case study analysis.	K_U03 K_U05 K_K06 K_K07

Methods and forms of teaching	**Educational and curricular content**
Lecture with multimedia presentation of selected issues	
Conversation lecture	T_01 – T_13
Problem-based lecture	

Informative lecture	
Discussion	
Working with text	
Case study method	T_23, T_26, T_27
Problem-based learning	
Didactic/simulation game	
Exercise method	T_14 – T_22, T_24, T_25
Workshop method	
Project method	
Multimedia presentation	T_24
Audio and/or video demonstrations	
Activation methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, „snowball" method, constructing „mind maps")	
Other (which ones?) - ...	
…	

Evaluation criteria in relation to particular learning outcomes				
Learning outcome	For assessment 2	For assessment 3	For assessment 4	For assessment 5
EK_W01	the student does not know the terminology in the field of obtaining and improving employees and does not understand the essence of these terms.	the student is familiar with the terminology in the field of recruitment and staff improvement and understands the essence of these concepts at a basic level.	the student is familiar with the terminology in the field of recruitment and improvement of employees and understands the essence of these concepts at an intermediate level.	the student is familiar with the terminology in the field of recruitment and improvement of employees and understands the essence of these concepts.
EK_W02	the student is not able to identify types of personnel policies and characterise the different stages of personnel processes.	The student is able to identify types of personnel policies and characterise the various stages of personnel processes at a basic level.	the student is able to identify types of personnel policies and characterise the various stages of personnel processes at an intermediate level.	the student is able to identify types of personnel policies and characterise the various stages of personnel processes.
EK_U03	the student does not understand the interdependence between the enterprise development strategy and human resources needs, which enables him/her to draw up a plan for human resources needs and to determine	the student understands the interdependencies between the enterprise's development strategy and its human resources needs, which enables me to draw up a plan for human resources needs and to determine the	the student understands the interdependencies between the company's development strategy and its human resources needs, which enables me to draw up a plan for human resources needs and to determine the	the student understands the interdependencies between the enterprise's development strategy and its human resource needs, which enables me to draw up a plan for human resource needs and to determine the

	the possibilities of satisfying them.	possibilities of satisfying them at a basic level.	possibilities of satisfying them at an intermediate level.	possibilities for satisfying them.
EK_U04	the student does not know the recruitment process and cannot apply it in practice	the student knows the whole process of recruitment of employees and can apply it in practice at a basic level.	the student knows the whole process of recruitment of employees and is able to apply it in practice at an intermediate level.	the student knows the whole process of recruitment of employees and can apply it in practice.
EK_K05	the student is not able to motivate, coach, evaluate and classify employees.	the student is able to motivate, coach, evaluate and classify employees at a basic level.	the student is able to motivate, coach, evaluate and classify employees at an intermediate level.	the student is able to motivate, coach, evaluate and classify employees.
EK_K06	the student is not able to communicate effectively, manage and organise the work of employees.	the student is able to communicate effectively, manage and organise the work of employees at a basic level.	the student is able to communicate effectively, manage and organise the work of employees at an intermediate level.	the student is able to communicate effectively, manage and organise the work of employees
EK_K07	the student is not open to applying new, non-standard solutions adapted to the situation.	the student is open to applying new, non-standard solutions tailored to the situation at the basic level.	the student is open to applying new, non-standard solutions adapted to the situation at intermediate level.	the student is open to applying new, non-standard solutions adapted to the situation.

Verification of learning outcomes	EK symbols for the module/subject						
	W01	W02	U03	U04	U05	K06	K07
Written examination							
Oral examination	X	X	X	X	X	X	X
Written credit							
Oral credit	X	X	X	X	X	X	X
Written colloquium							
Oral colloquium							
Test							
Project							
Written work							
Report							
Multimedia presentation	X	X	X	X	X	X	X
Work during exercise	X	X	X	X	X	X	X
Other (which?) -							

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	15	15
2. Other forms (joint participation of academic staff and students)	15	15
3. Consultation with the teacher	10	10

	Total 1+2+3	**40**	**40**
4. Internships (carried out by students on their own)		—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)		35	35
	Total 4+5	**35**	**35**
	SUMMARY 1+2+3+4+5	**75**	**75**
Total ECTS credits according to the study plan		**3**	

Reference literature	M. Armstrong, Zarzadzanie zasobami ludzkimi, Oficyna Wydawnicza Wolter Kluwers, Kraków 2017. Sidor-Rządkowska M., Kształtowanie nowoczesnych systemów ocen pracowników, Wolters Kluwer Polska, Warszawa 2013. H. Król, A. Ludwiczynski (red. naukowa), Zarzadzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego w organizacji, Wydawnictwo Naukowe PWN, Warszawa 2010. Marciniak J., Pozyskiwanie pracowników, Infor, Warszawa 2015.
Complementary literature	Zarzadzanie talentami. Teoria dla praktyki zarzadzania zasobami ludzkimi, red. T. Ingram, PWE, Warszawa 2011. Kozłowski W., Zarządzanie motywacją pracowników, CeDeWu, Sp. z o.o., Warszawa 2009. Adair J. Anatomia biznesu. Motywacja, Wydawnictwo Studio EMKA, Warszawa 2000. Kopertyńska M.W. Motywowanie pracowników, Teoria i praktyka, Placet, Warszawa 2008. Holliday M., Coaching, mentoring i zarządzanie: jak rozwiązywać problemy i budować zespół, Helion, Gliwice 2006. Starr J., Coaching, PWE, Warszawa 2005.