

# **Human Resources Management**

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## **Course description**

HRM course aims to present the main notions, concepts and theories from the field, with special emphasis on the public sector (how does this theoretical framework operates within the public sector, what specificities exists in this field).

The present course intends to develop/create the necessary skills for a HRM practitioner through numerous case studies and exercises. The goal is for the students to be able to understand the interpersonal interplay at the workplace, to be capable to analyse and, based on the results of the analysis, to formulate personnel policies and HR documents in an effective and professional manner and to understand what HRM is doing for an organization.

## **Course objectives**

General objective of the discipline - The aquirement of the neccessary knowledge and information in order to implement the teachings of the HRM course.

Specific objectives

- \* Learning the pertinent information regarding the main HRM concepts and topics
- \* The development of the neccessary skills for the practical usage of the learned information
- \* Case-study analysis and integration of the conclusions into the previous two points.

## **Topics**

1. Introductory notions and definitions
2. Fundamental HRM functions
3. Public sector HRM systems
2. Organizational culture and climate
3. Leadership
4. Personnel planning
5. Job description and job analysis
6. Personnel recruitment and selection
7. Individual performance appraisal
8. Professional training and development
9. Personnel motivation
10. Organizational communication

## **Grading and Evaluation**

\* Course homework – 15% of the final grade. During the semester students will be given case-studies to solve and essays to write (on given topics). These papers should be turned in by the beginning of the next class, at the e-mail adress listed above. No delays.

\* Seminar homework – 15% of the final grade. During the winter holidays students will be given a bibliographical source to read and to answer to a set of questions provided by the assistant professor. These paper should be turned in in typewritten or handwritten form by the beginning of the first seminar meeting which will take place in the first week after the winter holidays. No delays.

\* Final examination, written – 70% of the final grade. The materials/information needed for the examination are as follows – the course support, text books, notes taken in class and any other materials that are explicitely given to students to read.

Students can participate in the final examination even if they do not have turned in any homework or the final paper.

**Re-examination** – the points obtained for homework and final paper are taken into account in the re-examination process, the only grade that can be changed is that obtained at the written examination.

## **Plagiarism**

Plagiarism will not be tolerated and University and Faculty rules regarding this matter will be enforced.

## **Bibliography**

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