



PERSONA CIENCIA EMPRESA
Universitat Ramon Llull

HUMAN RESOURCES MANAGEMENT

Credits: 6 ECTS

Year: SECOND YEAR

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- **OBJECTIVES**

Students should acquire the **specific competences** related to:

- Acquiring a global, integral vision of all the functions of a company's human resources department and acquiring the specific knowledge related to all the activities carried out in a human resources department and the most common tools and procedures that such departments use.
- Highlighting the essential competitive value of people and the strategic role of human resources management.
- Highlighting the integrating role of the business culture of human resources departments and their role in promoting values and ethics within the company.

The content of this subject should enable students to acquire the **generic competences** needed to develop the necessary conduct and skills in:

- Oral and written communication
- Teamwork
- Leadership

PROGRAMME:

1. Introduction to Human Resources

- The role of human resources in companies
- Past, present and future
- People as a central value
- External and internal factors affecting human resources management
- Organisational structure of human resources departments
- Profile of human resources staff
- Integrated human resources management

2. Human Resources Planning

- Human resources information systems
- Staff inventory
- Analysis of job posts
- Job evaluation
- Competences

3. Incorporating Human Resources

- Human resources requirements
- Sources of recruitment
- Selection process
- Onboarding

4. Human Resources Development

- Career paths
- Training
- Performance assessment
- Remuneration and rewards
- Motivation
- Leadership and management styles
- Conflict resolution
- Internal communication
- Mentoring and coaching

5. Termination of employment

- Resignations
- Retirements
- Extended leave of absence
- Disability
- Redundancy
- Dismissal
- Outplacement

6. Administration, Industrial Relations, and Health and Risk Prevention

- Contract types
- Payroll
- Collective representation
- Staff committee (large companies)
- Staff representatives (small companies)
- Business structures
- Health and risk prevention

7. Values and Attitudes, Job Satisfaction and Global Considerations

- Values and attitudes
- Job satisfaction
- Conciliation
- Human resources and ethics
- Common sense

TRAINING ACTIVITIES:

TRAINING ACTIVITIES	Proportion
1. Lectures presenting concepts and procedures	16.3%
2. Practical sessions (exercises, case resolution, debates, presentations)	16.3%
3. Assignments	19.5%
4. Seminars or tutorials	8.0%
5. Assessment of objectives achieved and competences acquired	4.9%
6. Personal study activities	35.0%

ASSESSMENT SYSTEMS:

Assessment system	Percentage
1. Continuous-assessment tests	25%
2. Classroom activities (exercises, discussion of practical cases, etc.)	15%
3. Assignments and presentations.	25%
4. Final assessment or exam	35%

Attendance is considered necessary to sit the final assessment or exam.

Assessment of competences

Competences are assessed based on the work completed and presented by students.

Students' individual and group work will be assessed to check to what extent they are capable of collaborating, cooperating and working within a group in a responsible, effective, participatory manner in order to achieve a common objective. Students are also assessed on their ability to effectively take on a role of leadership in heading up a team. The work presented by students will be used to assess their capacity to communicate orally and in writing in an organised manner and to achieve the appropriate impact on the receivers of their message.

BIBLIOGRAPHY:

BASIC BIBLIOGRAPHY:

- DOLAN, S.; VALLE CABRERA, R.; JACKSON, S.; SCHULER, R.: *"La gestión de los recursos humanos"*. McGraw-Hill, Madrid, 2003

ADDITIONAL BIBLIOGRAPHY:

- COOPER, D.; ROBERTSON, I.; TINLINE, G.: *"Reclutamiento y selección"* . Thomson, Madrid, 2005
- DE LA CALLE DURÁN, M^a C.; ORTIZ DE URBINA, M.: *"Fundamentos de Recursos Humanos"* Pearson Educación, Madrid, 2004
- GÓMEZ-MEJÍA, L.; BALKIN, D.; CARDY, R.: *"Dirección y Gestión de Recursos Humanos"*. Pearson Educación, Madrid, 2001
- VALLE CABRERA, R.J. (coordinator); *"La Gestión Estratégica de los Recursos Humanos"*. Pearson Educación, Madrid, 2004
- HELLRIEGEL, D., SLOCUM, J. W.: *"Comportamiento Organizacional"*. International Thomson. Mexico, 2004