

Course guide

310518 - 310518 - Human Resources

Last modified: 15/05/2023

Unit in charge: Barcelona School of Building Construction
Teaching unit: 732 - OE - Department of Management.

Degree: MASTER'S DEGREE IN BUILDING CONSTRUCTION MANAGEMENT (Syllabus 2015). (Optional subject).

Academic year: 2023 **ECTS Credits:** 5.0 **Languages:** Catalan, Spanish

LECTURER

Coordinating lecturer: Estrella Nieto

Others: Estrella Nieto

TEACHING METHODOLOGY

LEARNING OBJECTIVES OF THE SUBJECT

The subject of Management of Human Resources has as purpose to introduce to the Master students a global vision of the basic concepts which the organizations currently use in their people management. Therefore there will be shown techniques and tools which the Human Resources management or department use and are oriented to all the groups of interest of the organization. So that, the student will learn contents, methodologies and techniques related to the management and the social and interpersonal abilities.

STUDY LOAD

Type	Hours	Percentage
Self study	90,0	72.00
Hours small group	15,0	12.00
Hours large group	15,0	12.00
Hours medium group	5,0	4.00

Total learning time: 125 h

CONTENTS

C1 Company and society

Description:

Previous considerations. Demands and opportunities in the new business designs for the policy of Human Resources in the company.

Specific objectives:

.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h 30m

Theory classes: 2h 30m

Practical classes: 1h

Self study : 7h

C2 Organizational behavior.

Description:

New points of the view in the Human Resources management.

Specific objectives:

.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h 30m

Theory classes: 2h 30m

Practical classes: 1h

Self study : 7h

C3 Functions of the People Management department.

Description:

The responsibilities and functions that this department currently performs are studied, as well as the different methodologies for optimal planning and which are best applied to different organizations.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h

Group work (distance learning): 2h

Practical classes: 1h

Self study : 7h

C4 Motivation and Emotions

Description:

What comprises the incentive and its analysis in the framework of the organizations currently, constitutes one of the fundamental pillars when it comes to work the work life quality and the satisfaction of the workers and coworkers. There will be worked motivational methodologies and policies which correspond to answer the needs of the people and which are put at the disposal of the managers and the companies.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h

Group work (distance learning): 2h

Practical classes: 1h

Self study : 7h

C5 Communication and Social Skills

Description:

The communication system in the company constitutes a study key factor in the course. A good inner communication improves the efficiency and utility of the company considering that a good communication structure in the company supposes a motivation for the coworkers and consequently, a higher productivity.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h

Group work (distance learning): 2h

Practical classes: 1h

Self study : 7h

C6 Training in the company

Description:

The function of the training in the organizations takes a currently and renovation role which allows an optimal growing of the human group which represents it. It is obvious that with the evolution in the organization of the work, the changes in the working conditions and in the market, also demand and produce changes in the professional profiles of the workers. Therefore, the continuous training is a necessary factor to include in the competitive and productive organizations.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h

Group work (distance learning): 2h

Practical classes: 1h

Self study : 7h

C7 Leadership styles

Description:

The styles of leadership and authority are widely studied in the field of the current organizations. For this reason, we work the typologies through examples which the students can find in the companies.

Related activities:

Exposition of the professor.

Individual work at class.

Group work at class.

Individual work out of class.

Group work out of class.

Full-or-part-time: 10h

Group work (distance learning): 2h

Practical classes: 1h

Self study : 7h

C8 Personnel selection process

Description:

The election of the staff constitutes one of the basic functions in the department of people management. The personal interviews, group dynamics, psychotechnical tests and other tools will be worked at class with the students.

Specific objectives:

.

Related activities:

.

Full-or-part-time: 1h 30m

Theory classes: 1h

Practical classes: 0h 30m



GRADING SYSTEM

The continuous evaluation will take into account the subject practices (25%), the knowledge tests (25%) and the isolated activities in the tutorials (19%).

The final exam will have a weight of 60%.

BIBLIOGRAPHY

Basic:

- Murrell, K.; Meredith, M. Empowerment para su equipo. Madrid: McGraw-Hill, 2002. ISBN 8448133617.
- Quijano de Arana, Santiago D. de. Sistemas efectivos de evaluación del rendimiento: resultados y desempeños : técnicas y sistemas para la gestión y el desarrollo del personal. Barcelona: EUB, 1997. ISBN 8483120119.
- Canals, J. "Tareas, retos y responsabilidades del alto directivo". Dyna. Vol. 81, num. 3, 2006.
- Goleman, Daniel. Inteligencia Emocional. Barcelona: Kairós, 1996. ISBN 8472453715.
- Ordóñez Ordóñez, Miguel. La nueva gestión de los recursos humanos. Barcelona: Gestión 2000, 1995. ISBN 8480880813.
- Schein, Edgar H. La cultura empresarial y el liderazgo : una visión dinámica. Barcelona: Plaza & Janés, 1998. ISBN 8401361079.
- Saavedra , I. Planificación y selección de recursos humanos. Madrid: Pirámide, 1998.
- Colom, A.; Sarramona, J. ; Vázquez Gómez, G. Estrategias de formación en la empresa. Madrid: Narcea, 1994. ISBN 8427710615.