

240EI532 - Human Resources

Coordinating unit:	240 - ETSEIB - Barcelona School of Industrial Engineering
Teaching unit:	732 - OE - Department of Management
Academic year:	2019
Degree:	MASTER'S DEGREE IN INDUSTRIAL ENGINEERING (Syllabus 2014). (Teaching unit Compulsory) MASTER' S DEGREE IN AUTOMOTIVE ENGINEERING (Syllabus 2019). (Teaching unit Optional) MASTER'S DEGREE IN AUTOMOTIVE ENGINEERING (Syllabus 2012). (Teaching unit Optional)
ECTS credits:	3
Teaching languages:	Catalan, Spanish, English

Teaching staff

Coordinator:	Eva Gallardo Gallardo
Others:	Eva Gallardo Gallardo Linda Reichard Sílvia Suñer Lázaro

Degree competences to which the subject contributes

Basic:

CB9. (ENG) Que els estudiants sàpiguen comunicar les seves conclusions i coneixements (i darrers raonaments que els sustentin), a públics especialitzats i no especialitzats de manera clara i sense ambigüitats.

CB10. (ENG) Que els estudiants poseixin les habilitats d'aprenentatge que els permetin continuar estudiant d'una manera d'una forma que haurà de ser en gran mesura autodirigit o autònom

Specific:

CEMEI14. Abilities for the organization at work and management of the human resources. Knowledge about prevention of occupational risks.

Generical:

CGMEI07. (ENG) Poder exercir funcions de direcció general, direcció tècnica i direcció de projectes I+D+i en plantes, empreses i centres tecnològics.

CGMEI03. (ENG) Dirigir, planificar i supervisar equips multidisciplinaris.

Transversal:

CT3. TEAMWORK: Being able to work in an interdisciplinary team, whether as a member or as a leader, with the aim of contributing to projects pragmatically and responsibly and making commitments in view of the resources that are available.

CT4. EFFECTIVE USE OF INFORMATION RESOURCES: Managing the acquisition, structuring, analysis and display of data and information in the chosen area of specialisation and critically assessing the results obtained.

Teaching methodology

This course follows a teaching methodology focused on students' active learning. The 2h lesson/week is going to combine theory and practice (participative dynamics, resolution of cases in groups, debates, etc.). Some classes will have associated a pre-class work (usually, some readings or preparation of case studies)

Learning objectives of the subject

At the end of the course students should be able to:

To communicate effectively (both orally and in writing).



240EI532 - Human Resources

- Apply active listening in your communications.
- Manage time efficiently and effectively
- Organize meetings effectively
- Distinguishing teamwork from group work
- Apply the key concepts of teamwork to improve performance in group work.
- Distinguish between 'boss' and 'leader' rigorously.
- Formulate an appropriate leadership style for specific situations.
- Identify key motivational factors
- Use motivational theories to explain possible behaviors in the company

Study load

Total learning time: 75h	Hours large group:	27h	36.00%
	Self study:	48h	64.00%

240EI532 - Human Resources

Content

<p>1. Introduction to the course</p>	<p>Learning time: 6h Practical classes: 2h Self study : 4h</p>
<p>Description: The importance of the people in current organizations. Which is the role of managers when talking about managing people? What is meant by 'managerial abilities'?</p> <p>Related activities: 1</p> <p>Specific objectives: 1, 2</p>	
<p>2. Managerial secrets: Knowing to listen and to communicate</p>	<p>Learning time: 13h 20m Practical classes: 5h Self study : 8h 20m</p>
<p>Description: Managers as knowledge managers. Active listening: concept and strategies. To communicate in an effective way.</p> <p>Related activities: All of them</p> <p>Specific objectives: 5</p>	
<p>3. Managerial secrets: Time management</p>	<p>Learning time: 5h 20m Practical classes: 2h Self study : 3h 20m</p>
<p>Description: Time management. Priority or urgency? Thiefs of time.</p> <p>Related activities: All of them</p> <p>Specific objectives: 2, 8</p>	

240EI532 - Human Resources

<p>4. Managerial secrets: Teamwork</p>	<p>Learning time: 15h 20m Practical classes: 6h 40m Self study : 8h 40m</p>
<p>Description: Teams vs Groups within the organization. Managing diversity. Recruitment and selection: key processes.</p> <p>Related activities: 3</p> <p>Specific objectives: 3, 5</p>	
<p>5. Managerial secrets: To lead</p>	<p>Learning time: 21h 40m Practical classes: 8h 20m Self study : 13h 20m</p>
<p>Description: Leader vs Manager. Power vs. Authority. Managerial styles and behaviors. Time management. Conflict management and negotiation.</p> <p>Related activities: 4</p> <p>Specific objectives: 4, 5, 7</p>	
<p>6. Managerial secrets: To motivate</p>	<p>Learning time: 13h 20m Practical classes: 5h Self study : 8h 20m</p>
<p>Description: Work motivation: what is it? Why are some employees more motivated than others? How can a manager motivate? How important is motivation?</p> <p>Related activities: 5</p> <p>Specific objectives: 6, 5</p>	

240EI532 - Human Resources

Qualification system

FINAL GRADE = 0.35*A + 0.20*PE + 0.45*FE

A = Presentation of an academic article in teams

PE = Continuous activity. More information about this is going to be told at class or in ATENEA.

FE= Final exam.

If the student fails the course, the qualification of the "second final exam" (i.e., reassessment) will replace the mark of their final exam. It is compulsory to take the ordinary exam in order to be able to opt for this second final exam.

Regulations for carrying out activities

It is not allowed to bring to the examination any type of lecture notes, books, or any other reference material.

Bibliography

Basic:

Colquitt, J. A. ; Lepine, J. A. ; Wesson, M. J.. Organizational behavior : improving performance and commitment in the workplace. 4th ed. New York: McGraw Hill, 2015. ISBN 9781259252204.

Hartley, Peter ; Chatterton, Peter. Business communication : rethinking your professional practice for the post-digital age. 2nd. London: Routledge, 2015. ISBN 9780415640275.

Complementary:

Ober, Scot. Fundamentals of contemporary business communication. 2nd ed. Boston: Houghton Mifflin Company, 2007. ISBN 9780618645176.

Robbins, S. P. ; Judge, T.. Introducción al comportamiento organizativo. 10a ed. Madrid: Prentice Hall, 2010. ISBN 9788483226568.

Shriberg, D. ; Shriberg, A. Practicing leadership. 4th ed. Hoboken: John Wiley & Sons, Inc., 2010. ISBN 9780470086988.

Daniels, Dawn [et al.]. Business Communication. Cape Town: Oxford University Press, 2014. ISBN 9780195995268.

HBR's 10 must reads the definitive management ideas of the year from Harvard Business Review. Boston: Harvard Business Review Press, 2015. ISBN 9781633690219.

HBR's 10 must reads on emotional intelligence. Boston: Harvard Business Review Press, 2015. ISBN 9781633690196.

HBR's 10 must reads on collaboration. Boston: Harvard Business Review Press, 2013. ISBN 9781422190128.

HBR's 10 must reads on teams. Boston: Harvard Business Review Press, 2013. ISBN 9781422189870.

Drucker, Peter F. HBR's 10 must reads on leadership. New York: Harvard Business Review Press, 2011. ISBN 9781422157978.

HBR's 10 must reads on communication. Boston: Harvard Business Review Press, 2013. ISBN 9781422189863.