

## 310518 - Human Resources

Coordinating unit: 310 - EPSEB - Barcelona School of Building Construction  
 Teaching unit: 732 - OE - Department of Management  
 Academic year: 2019  
 Degree: MASTER'S DEGREE IN BUILDING CONSTRUCTION MANAGEMENT (Syllabus 2015). (Teaching unit Optional)  
 ECTS credits: 5 Teaching languages: Catalan, Spanish

### Teaching staff

Coordinator: Maribel Novella Izquierdo  
 Others: Maribel Novella Izquierdo

### Opening hours

Timetable: To agree.

### 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

Total learning time: 125h	Hours large group:	15h	12.00%
	Hours medium group:	5h	4.00%
	Hours small group:	15h	12.00%
	Self study:	90h	72.00%

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### Content

.	<p>Learning time: 10h 30m</p> <p>Theory classes: 2h 30m</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p>Description: Previous considerations. Demands and opportunities in the new business designs for the policy of Human Resources in the company.</p> <p>Related activities: Exposition of the professor. Individual work at class. Group work at class. Individual work out of class. Group work out of class.</p> <p>Specific objectives: .</p>	
.	<p>Learning time: 10h 30m</p> <p>Theory classes: 2h 30m</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p>Description: New points of the view in the Human Resources management.</p> <p>Related activities: Exposition of the professor. Individual work at class. Group work at class. Individual work out of class. Group work out of class.</p> <p>Specific objectives: .</p>	

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.	<p>Learning time: 10h</p> <p>Group work (distance learning): 2h</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p><b>Description:</b> There will be studied the responsibilities and functions which this department works currently, as well as the different methodologies to do an optimal planning and which ones have a better application to the different organizations.</p> <p><b>Related activities:</b> Exposition of the professor. Individual work at class. Group work at class. Individual work out of class. Group work out of class.</p>	
.	<p>Learning time: 10h</p> <p>Group work (distance learning): 2h</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p><b>Description:</b> 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.</p> <p><b>Related activities:</b> Exposition of the professor. Individual work at class. Group work at class. Individual work out of class. Group work out of class.</p>	

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.	<p>Learning time: 10h</p> <p>Group work (distance learning): 2h</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p><b>Description:</b></p> <p>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 major productivity.</p> <p><b>Related activities:</b></p> <p>Exposition of the professor.</p> <p>Individual work at class.</p> <p>Group work at class.</p> <p>Individual work out of class.</p> <p>Group work out of class.</p>	
.	<p>Learning time: 10h</p> <p>Group work (distance learning): 2h</p> <p>Practical classes: 1h</p> <p>Self study : 7h</p>
<p><b>Description:</b></p> <p>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 continous training is a necessary factor to include in the competitive and productive organizations.</p> <p><b>Related activities:</b></p> <p>Exposition of the professor.</p> <p>Individual work at class.</p> <p>Group work at class.</p> <p>Individual work out of class.</p> <p>Group work out of class.</p>	

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	Learning time: 10h Group work (distance learning): 2h Practical classes: 1h Self study : 7h
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<p><b>Description:</b>          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.</p> <p><b>Related activities:</b>          Exposition of the professor.          Individual work at class.          Group work at class.          Individual work out of class.          Group work out of class.</p>	
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	Learning time: 1h 30m Theory classes: 1h Practical classes: 0h 30m
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<p><b>Description:</b>          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.</p> <p><b>Related activities:</b>          .</p> <p><b>Specific objectives:</b>          .</p>	
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### Qualification 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%.

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### Bibliography

#### Basic:

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.

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.

Murrell, K.; Meredith, M. Empowerment para su equipo. Madrid: McGraw-Hill, 2002. ISBN 8448133617.

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.

#### Others resources: