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.

**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**

<table>
<thead>
<tr>
<th>Total learning time: 125h</th>
<th>Hours large group: 15h</th>
<th>12.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours medium group: 5h</td>
<td>4.00%</td>
</tr>
<tr>
<td></td>
<td>Hours small group: 15h</td>
<td>12.00%</td>
</tr>
<tr>
<td></td>
<td>Self study: 90h</td>
<td>72.00%</td>
</tr>
</tbody>
</table>
# Content

<table>
<thead>
<tr>
<th></th>
<th><strong>Learning time:</strong> 10h 30m</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory classes: 2h 30m</td>
</tr>
<tr>
<td></td>
<td>Practical classes: 1h</td>
</tr>
<tr>
<td></td>
<td>Self study : 7h</td>
</tr>
</tbody>
</table>

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

### Related activities:
- Exposition of the professor.
- Individual work at class.
- Group work at class.
- Individual work out of class.
- Group work out of class.

### Specific objectives:


<table>
<thead>
<tr>
<th></th>
<th><strong>Learning time:</strong> 10h 30m</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory classes: 2h 30m</td>
</tr>
<tr>
<td></td>
<td>Practical classes: 1h</td>
</tr>
<tr>
<td></td>
<td>Self study : 7h</td>
</tr>
</tbody>
</table>

### Description:
New points of the view in the Human Resources management.

### Related activities:
- Exposition of the professor.
- Individual work at class.
- Group work at class.
- Individual work out of class.
- Group work out of class.

### Specific objectives:
### Description:
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.

### Related activities:
- Exposition of the professor.
- Individual work at class.
- Group work at class.
- Individual work out of class.
- Group work out of class.

### Learning time:
- **10h**
  - Group work (distance learning): 2h
  - Practical classes: 1h
  - Self study : 7h
### 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 major 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.

### 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 continous 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.
### 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%.

<table>
<thead>
<tr>
<th>Learning time:</th>
<th>10h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group work (distance learning):</td>
<td>2h</td>
</tr>
<tr>
<td>Practical classes:</td>
<td>1h</td>
</tr>
<tr>
<td>Self study:</td>
<td>7h</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning time:</th>
<th>1h 30m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory classes:</td>
<td>1h</td>
</tr>
<tr>
<td>Practical classes:</td>
<td>0h 30m</td>
</tr>
</tbody>
</table>

**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.

**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.

**Related activities:**
- Exposition of the professor.
- Individual work at class.
- Group work at class.
- Individual work out of class.
- Group work out of class.

**Specific objectives:**

---

**Description:**

<table>
<thead>
<tr>
<th>Learning time:</th>
<th>1h 30m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory classes:</td>
<td>1h</td>
</tr>
<tr>
<td>Practical classes:</td>
<td>0h 30m</td>
</tr>
</tbody>
</table>

**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.

**Related activities:**
- Exposition of the professor.
- Individual work at class.
- Group work at class.
- Individual work out of class.
- Group work out of class.

**Specific objectives:**

---
310518 - Human Resources

Bibliography

Basic:


Others resources: