



Course Description 2016/2017

Human Resources Management and Management skills

Master in Business Administration (MBA)

Official Title

On-Campus Learning



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Human Resources Management and Management Skills

Module: **Common Module**

Subject: **Human Resources Management and Management Skills**

Type: **Compulsory**

ECTS Credits: 7

Semester: **First**

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Brief Description

Try to analyze the internal environment of companies, from the point of view of people embedded in them, taking into account both general and specific environment

With this approach, make the study and analysis of people who is into the organization, its skills, capabilities, abilities, potentials as the factor of competitiveness.

Prerequisites

A certain level of English is required (level B1), according to the "Common European Framework of Reference for Languages: Learning, Teaching, Assessment" (http://www.coe.int/t/dg4/linguistic/Source/Framework_en.pdf)

Goals

The goal of this subject is to develop the concepts that are part of the human resources functions, which are:

- Organisation structure
- Position analysis
- Recruitment and staff selection
- Performance evaluation
- Compensation
- Job satisfaction

An additional goal is to underline the importance of the development of people's skills and abilities, both as a form of self-satisfaction as well as a competitive advantage for an organisation.

Skills and learning results

Transversal skills

T1: Ability to analyse and synthesise.

T2: Ability to organise and plan.

T4: Decision-making.

MCER5: Understanding the main points from clear texts written in standard language if they deal with familiar issues, whether from working, studying or relaxing situations.

MCER7: Producing simple and coherent texts dealing with familiar topics or bringing about a personal interest.

MCER8: Being able to describe experiences, events, wishes and aspirations as well as briefly justifying your opinions or to explain your plans.

Specific skills

E16: Knowledge of the most advanced techniques in Human Resources Management and Business Communication.

E18: Bringing rationality as well as ethical and social responsibility commitment to Business Management.

E28: Developing and maintaining human talent in the organisation by analysing the key tools and procedures.

Learning results

LR: Understanding, thinking and synthesising contents of the socio-economic and legal framework.

LR: Managing and organising accounting and financial information gained during the learning process.

LR: Decision making, in a comprehensive and critical manner, between different options.

LR: Analysing and synthesising the key questions of a text related to everyday life or the field of study.

LR: Writing about personal and professional issues.

LR: Being able to communicate, both orally and written, situations that include reflected opinions, affective dimension and purposes.

LR: Identifying and applying the progress in Human Resources Management and the connection with its different fields.

LR: Understanding the organisational advantages of a correct application of a Human Resources Management Audit.

LR: Applying the latest coaching techniques properly.

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LR: Knowing and understanding the ethical responsibilities derived from a sensible Business Management.

LR: Demonstrating the knowledge of the most important and latest methods and techniques of Human Resources Management.

LR: Knowing and understanding the key factors in the development of an organisation's Human Resources.

LR: Knowing and applying the latest development and maintaining techniques in Human Resources in concrete situations.

Methodology

Methodology	Hours	In-class studying hours	Off-class studying hours
In-class course	28,5	50 hours (28 %)	
Tutoring	11		
In-class evaluation	10,5		
Personal study	55	125 hours (72 %)	
Recommended Reading and information search	12,5		
Problem solving, case studying and project assignment	37,5		
Debate and lecture preparation	20		
TOTAL	175	50	125

Syllabus

1. Human Resources planning.
 - 1.1. - HR Management
 - 1.2. - Development
 - 1.3. - Human Resources Audit
2. Management per skill.

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3. Skills

- 3.1. - Leadership
- 3.2. - Coaching techniques
- 3.3. - Team management

4. Corporate social responsibility.

- 4.1. - Definition
- 4.2. - Goals and causes
- 4.3. - Indicators and verification

5. Management and conflict solving within the business environment.

6. Business ethics.

- 6.1. - Spiritual leadership
- 6.2. - Business commitment

Relation to other subjects

The course is related to all courses that are part of an organization and management development framework.

Evaluation system

February/June exams:

The continuous evaluation will include all the activities carried out by the student as well as their in-class participation.

The final mark's percentage will be the following:

1. In-class presentation of a solved case study or a theoretical project (80%)

- **Development:** By the end of the term, the student shall carry out, individually or in group, an in-class presentation of a case study or a theoretical project.

2. The student in-class participation will be assessed with 20% of the course's total mark.

Development: The student's participation in the various training activities that are part of the course will be evaluated through the handing over and correction of exercises, projects, case studies and problems, carried out individually or in group, the public defense of some of these projects and the participation to debates in forums.

September exams:

Same evaluation as the previous exam period.

References

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- FERNÁNDEZ-RIOS, M. y SÁNCHEZ, J.C. *Valoración de puestos de trabajo*. Díez de Santos, Madrid, 1997
- GASALLA, J.M., *La nueva dirección de persona.*, Pirámide, 1998.
- JIMÉNEZ, A. *Creando valor a través de las personas*. Díez de Santos, Madrid, 2000
- LEAL MILLÁN, A., ALFARO DE PRADO SAGRERA, A., RODRÍGUEZ FÉLIX, L., ROMÁN ONSALO, M., *El factor humano en las relaciones laborales. Manual de dirección y gestión*. Pirámide, Madrid, 1999.
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- PUCHOL, L.. *Dirección y gestión de Recursos Humanos*, Díez de Santos, Madrid, 2000.
- KRESSLER, H.W.. *La dirección de personal en la nueva Europa*. Deusto.

Related Webs

Secretaria de Estado de Empleo Ministerio de Empleo y Seguridad Social.

http://www.empleo.gob.es/es/sec_trabajo/index.htm

Secretaria de Estado de Seguridad Social . Ministerio de Empleo y Seguridad Social.

http://www.seg-social.es/Internet_1/Trabajadores/index.htm

Los Recursos Humanos. <http://www.losrecursoshumanos.com/>

Recommendations for the study

It is fundamental for a proper course fulfilment to carry out the activities, study individually on a daily basis and solve the suggested case studies, as well as solving any question you might have while studying.

Teaching materials

A PC with Internet connection and office software programs (word processor, spreadsheet, presentation, etc.) for personal studies is necessary. It is also recommended for students to use storage devices (such as memory sticks, CDs or DVDs) to speed up the exchange and storage of Power Point presentations, exercises, case studies, etc., data.