# Course Description 2018/2019

# Human Resources Management and Management Skills

Master of Business Administration (MBA)

Mandatory Attendance Modules

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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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Office hours (students): **Tuesdays, from 10-11 AM / Afternoons, previous appointment by email**

Module coordinators: **José Palao Barberá & Gonzalo Wandosell.**

## Brief Description

This module introduces students to the analysis of the internal environment of companies, from the point of view of people embedded in them, and taking into account both the general and specific environments.

This approach will contribute to the study and analysis of people working for the organization, with regard to their skills, capabilities, abilities, and potentials as factors 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". For further reference, check this link: (http://www.coe.int/t/dg4/linguistic/Source/Framework_en.pdf)

## Objectives

The main goal of this subject is to develop the concepts that are part of the Human Resources functions:

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

An additional objective 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 organization.

# Skills and learning results

## Transversal skills

T1: Ability to analyze and synthesize.

T2: Ability to organize and plan.

T4: Decision-making.

MCER5: Understanding the main points of clear texts written in standard language dealing with familiar issues, whether in work, studying or relaxing situations.

MCER7: Producing simple and coherent texts dealing with familiar topics or in which you have a personal interest.

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

## Specific skills

E16: Know the most advanced techniques in HR Management and Business Communication.

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

E28: Develop and maintain human talent in the organization by analyzing the key tools and procedures.

## Learning outcomes

LR: Understand, think and synthesize contents of the socio-economic and legal framework.

LR: Manage and organize accounting and financial information gained during the learning process.

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

LR: Analyze and synthesize the key issues of a text related to everyday life or your field of study.

LR: Write correctly about personal and professional issues.

LR: Ability to communicate, both orally and in writing, situations that include reflected opinions, affective dimension and purposes.

LR**:** Identify and apply the progress in HR Management and the connection with its different fields.

LR**:** Understand the organizational advantages of a correct application of a HR Management Audit.

LR**:** Apply the latest coaching techniques properly.

LR**:** Know/understand the ethical responsibilities derived from a sensible Business Management.

LR**:** Demonstrate the knowledge of the most important and latest methods and techniques of HR Management.

LR**:** Know/understanding the key factors in the development of an organization's Human Resources.

LR**:** Know and apply the latest development and maintaining techniques in HR in specific situations.

# Methodology

| Methodology | Hours | In-class studying hours | Off-class studying hours |
|---|---|---|---|
| In-class study | 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 studies and project assignment | 37,5 | | |
| Preparation of presentation and debate | 20 | | |
| **TOTAL** | 175 | 50 | 125 |

# Syllabus

1. Human Resource planning.

    1.1. - HR Management

    1.2. - Development

    1.3. - Human Resource Audit

2. Management per skill.

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

# Relationship to other subjects

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

# Evaluation system

### February/June exams:

The continuous evaluation will take into account all the activities carried out by the students, as well as their participation in class.

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 grade.**

**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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- ARANA, J.*Recursos Humanos en la empresa moderna*. Gestión 2000, Barcelona, 1995.

- BARRANCO, F. J., *Planificación estratégica de Recursos Humanos. Del marketing interno a la planificación*. Pirámide, Madrid, 1993.

- BLANCO, J. *Del autismo a la comunicación. La nueva gestión de Recursos Humanos*. Gestión 2000, Barcelona, 1995.

- BUCKLEY, R., CAPLE, J*. El comportamiento humano en el trabajo: comportamiento organizacional.* McGrawHill, México, 1996.

- CLAVER CORTES, E.Los Recursos Humanos en la Empresa. Un enfoque directivo. Civitas, Madrid,1996.

- CHIAVENATO, I.Administración de Recursos Humanos. Mc. Graw Hill, México, 1992.

- DOLAN, S., SCHULER, R., VALLE CABRERA, R., La gestión de los Recursos Humanos, Mc. Graw Hill, México, 1999

- FERNÁNDEZ-RIOS, M. y SÁNCHEZ, J.C.*Valoración de puestos de trabajo.* Diez de Santos, Madrid, 1997

- GASALLA, J.M., La nueva dirección de persona., Pirámide, 1998.

- JIMÉNEZ, A.Creando valor a través de las personas. Díaz 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.

- LLOYD L. BYARS Y LESLIE W. RUE, Gestión de Recursos Humanos. Mc. Graw Hill, Madrid, 1997.

- LOVART, P.Gestión de Recursos Humanos. Gestión 2000. Barcelona

- PUCHOL, L.. Dirección y gestión de Recursos Humanos, Díaz de Santos, Madrid, 2000.

- KRESSLER, H.W..La dirección de personal en la nueva Europa. Deusto.

# Related Webs

Secretaria de Estado de EmpleoMinisterio 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.