

## Syllabus Human Resource Management

**Academic level:** Master

**Field of study:** 07 Management and administration

**Speciality:** 073 Management

**Educational and Professional Program** «Management of Education Institution»

**Number of ECTS credits** - 4

**Year of study, semester** – 1<sup>st</sup> year, 1<sup>st</sup> semester

**Component of the educational program:** compulsory

**Days of classes:** according to the timetable, room. 68

**Consultations:** In-person consultations: Tuesday: according to the timetable, room. 74

**Online consultations:** in the Viber group, every day from 16-00 to 17-00.

**Language of instruction:** English



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<b>Course page in Moodle</b>	<a href="https://elr.tnpu.edu.ua/course/view.php?id=1926">https://elr.tnpu.edu.ua/course/view.php?id=1926</a>

### Course abstract

The “Human Resource Management” course is compulsory academic course of the curriculum of educational and professional program training program “Management of Education Institution”, that ought to ensure the formation of the adequate theoretical knowledge and practical skills of future heads of institutions in the educational field and industrial training. The “Human Resource Management” course contains theoretical and applied aspects of personnel management, in particular, the course defines the conceptual framework, describes current theories of personnel management and their impact on the personnel management practice in general secondary education institutions; introduces traditional and non-traditional methods, means, mechanisms, that allow to intensify the work of teachers and service personnel and maximize the use of labor potential; describes the foreign experience of personnel management practice.

The purpose of the course is to form a systematic knowledge of the theory and practice of personnel management and the ability to develop theoretical, methodological and applied competencies for building a personnel management system in an educational institution.

The content of the “Human Resource Management” course is developed on the basis of the relevant provisions for the training of specialists in the specialty 073 Management, norms and traditions of higher university education, along with vocational training program profile.

### Educational content

Hours (lecture/ practice)	Topic	Learning outcomes	PLO with VTP	Tasks
<b>Content of the 1 module. Theoretical basis personnel management</b>				
2/2	Topic 1. Personnel management in the system of educational institutions management.	To think critically, to select and use the necessary scientific, methodological and analytical tools for productive and efficient management of an organization in accordance with its specificity.	PLO 1.	Presentation, discussion
2/0	Topic 2. Labour legislation.	To understand the links among the elements of the management system of an organization in unpredictable conditions, to identify and understand the problems of the organization, to justify the methods of solving.	PLO 2. PLO 18	Presentation, analysis of legal and regulatory instruments
2/2	Topic 3. Personnel management in an educational institution as a social system.	To have the skills to make, justify and ensure the implementation of constructive management decisions in unpredictable conditions based on universal values, logical arguments and verified facts, taking into account the requirements of current legislation, ethical considerations and social responsibility, to coordinate their decisions with institution staff and local authorities.	PLO 6	Assessment of the situations, decision modeling
2/2	Topic 4. Power and leadership.	<p>To demonstrate leadership skills and teamwork, to interact with people, to be socially active, responsible for the results of the functioning of educational institution, to be tolerant to different opinions and views in a multicultural environment.</p> <p>To defend your point of view in the discussion on the basis of ethical considerations, to be open to criticism, advising and guidance; to demonstrate ethical and socially responsible behaviour in the management of an organization (or organizations) and its units.</p>	PLO 10  PLO 23	Lectures in the form of dialogue, analysis of cartoons about leadership and power
<b>Content of the 2 module. Human Resource Management</b>				
2/4	Topic 5. Personnel as an object of	To delegate authority and management of the organization	PLO 12	Modeling of tasks for the

	management.	(unit); to coordinate the work of the collegial administrative body, to involve in management and to stimulate the most active teachers.		analysis of authority delegation
2/0	Topic 6. Profession as a type of occupation.	To organize and carry out effective communication within the team and beyond the organization with representatives of various professional groups and in the international context, to comply with the moral and ethical aspects of professional activity, academic integrity.	PLO 7	Presentation debates
2/2	Topic 7. Planning and evaluation of work with teaching staff.	To understand the basic principles of projects, to have a vision of its use in the educational process; to participate in various projects, to initiate projects to implement entrepreneurial ideas in order to gain competitive advantage, the ability to design an educational environment that provides a high relevant quality of the educational process. To use knowledge and experience in planning the work of the organization in terms of strategy and tactics; to develop different types of plans: long-term, annual, schedule, plan of a particular event; to develop programs for the development and support of children with special educational needs in the educational environment.	PLO 4  PLO 5	Presentation, analysis of plans
2/2	Topic 8. The system of professional development of staff.	To know the essence of the priority tasks of educational institutions, legal and regulatory instruments of the functioning of the organization, to design effective management systems of the organization and to develop the constituent instruments of the institution, taking into account the principles of educational policy and management.	PLO 3	Problem-solving
2/2	Topic 9. Personnel policy	To ensure personal professional development and time-management by applying technologies of self-management, to act responsibly towards official duties, to be an example in the	PLO 11	Topical lecture, drawing up a plan of work with staff

		holding of management culture, to show perseverance in the mission implementation and achieving the goals of the organization. To be able to establish a system of labor relations, to plan and carry out information support, methodological supply and staffing of the organization (unit).	PLO 13	
2/4	Topic 10. Human resources records	To be able to work with different sources, to search, to process, to analyze and synthesize the obtained information; to work with modern bibliographic and reference databases.	PLO 18	Presentation, analysis and modeling of staff files

### Program competences development

Index in the matrix	Program competences
	<b>General competences</b>
<b>GC2</b>	The ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/types of economic activity);
<b>GC4</b>	The ability to motivate people and move towards a common goal, the formation of a stable world view and perseverance in achieving the goal;
<b>GC6</b>	The ability to generate new ideas (creativity);
<b>GC8</b>	The ability to criticize and be self-critical, constructive response to comments.
	<b>Professional competences</b>
<b>PC1</b>	The ability to choose and use concepts, methods and tools of different types of management, inter alia, pursuant to international standard;
<b>PC3</b>	The ability for self-development, lifelong learning and effective self-management;
<b>PC4</b>	The ability to analyze the labor potential of the organization, its vocational training and retraining; the identification of reserves and implementation of measures to improve the efficiency of use of intellectual and material resources of the organization;
<b>PC5</b>	The ability to create and organize effective communications in the offline and online management, to maintain electronic documentation and communicate in Ukrainian and foreign languages;
<b>PC6</b>	The ability to form leadership potential and demonstrate the ability of teamwork in the course of managing the development and motivation of staff;
<b>PC8</b>	The ability to use psychological technologies that contribute to the formation of the value-based and motivational environment for staff, to show creativity in its full professional and personal development;
<b>PC9</b>	The ability to create conditions that allow individuals to adequately respond to problems, analyze and structure the problems of the organization, make decisions and ensure implementation;
<b>PC12</b>	The ability to understand and apply the basics of pedagogy and psychology in educational activity in educational institutions in order to develop the procedural component of the educational process and to use efficiently traditional and innovative forms, methods, means of educational activity management with pupils, students, teachers;

<b>PC 13</b>	The ability to independently acquire new knowledge, to use current educational and research technologies in the management field;
<b>PC 17</b>	The ability to master the skills and abilities of a specialist and expert consultant work concerning education management.

## References

### Main sources

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### **Assessment policy**

● **Deadlines and retaking policy:** Works submitted after the deadline without reasonable excuse are evaluated at a lower (75% of the possible maximum grade for the type of activity). A re-test of modules is carried out with the permission of the deanery with a reasonable excuse (for example, sick leave).

● **Academic integrity policy:** Cheating on the tests and exams is prohibited (including the use of mobile devices). The use of mobile devices is allowed only for the preparation of practical tasks in class. It is forbidden to publish (partially or completely) scientific (creative) results obtained by other persons as the results of own research (creativity) and/or reproduction of published texts of other authors without indication of authorship. Applicants may be held accountable for the academic liability for violation of academic integrity, as follows: re-testing; re-passing the relevant educational component of the educational program; expulsion from an educational institution, deprivation of an academic scholarship; deprivation of concessionary rates provided by the educational institution, etc.

● **Attendance policy:** Attendance is usually a compulsory component of training. If necessary, (remoteness of the place of residence or graduate student's work) or due to reasonable excuse (participation in an academic mobility program or conference, international internship, illness, etc.), the attendance can be selective in agreement with the supervisor of course. A master training is also provided online on the Moodle platform. In any case, students are obliged to meet the deadlines that are included in the course and are set for all types of work. Missed classes can be worked off at a particular time in accordance with the schedule.

● **Assessment policy.** The system involves current and modular grades (60 points) and final

evaluation (for example, an exam that is evaluated no more than 40 points). This takes into account the attendance at classes and student activity in class; absences and lateness for classes are unacceptable; as well as the use of a mobile phone, tablet or other mobile devices in class for non-learning purposes, cheating and plagiarism, delay performance of tasks. Students that do not have academic underachievement according to the results of the current control are allowed to pass the exam.

### Assessment

The final grade for the course is calculated as follows:

Types of assessment	% of the final grade
Module 1 (topics 1-4): questioning in classes, tests, tasks, discussion on situations)	25
Module 2 - (topics 5-10) - oral and written questioning, tests, topic lectures, models, presentations	25
Individual task	10
Exam - tests, tasks	40
Total	100

### Distribution of grades received by students

The 1st module.					Am.	Content of the 2nd module.					Am.	Indiv idual task	Final test (exam)	Am.
Topic 1.	Topic 2.	Topic 3.	Topic 4.	Topic 5.	Module 1	Topic 6.	Topic 7.	Topic 8.	Topic 9.	Topic 10.	Module 2			
5	5	5	5	5	25	5	5	5	5	5	25	10	40	100

### Rating scale: national one and ECTS

The score for all types of educational activities	ECTS grade	Grade by the national scale	
		for exam, semester project (paper work), practice	for grade of pass
90 – 100	<b>A</b>	excellent	passed
85-89	<b>B</b>	good	
75 – 84	<b>C</b>		
65 - 74	<b>D</b>	satisfactory	
60 – 64	<b>E</b>		
35 – 59	<b>FX</b>	Fail with a retake possibility	Fail with a retake possibility
0-34	<b>F</b>	Fail with compulsory course re-studying	Fail with compulsory course re-studying

### **Prerequisites**

The effectiveness of mastering the content of the discipline will increase significantly if the graduate has previously mastered the material of such courses as: “Theoretical and Applied Fundamentals of Management”, “Legal Aspects of The Educational Institutions Management”, “State Education Policy”.

Blended - the discipline is provided in the Moodle system, has a structure, content, tasks and evaluation system. Blended Learning - this training involves a combination of traditional forms of classroom training with elements of e-learning with the use of special information technology, interactive elements, online consultations, etc.

Materials of educational and methodical support that are prepared for a syllabus:

- training content (texts of lectures, presentations, videos, etc.);
- content of practical classes, tasks for independent work, topics of IWV;
- tasks for final evaluation;
- e-learning in the Moodle system.