



**Short Program of Course:**

**Academic Year: 2021 – 2022**

**“ MANAGEMENT OF THE HUMAN RESOURCES”**

**"Bachelor" in "Agribusiness Management"**  
**First Cycle Study Program (180 ECTS)**

Type of activity	hours
Lectures:	45
Seminars:	15
Exercises:	
Laboratory:	
Fieldwork practice:	
Clinical practice:	
Sportive practice:	

<b>Credits:</b>	<b>5</b>
<b>Discipline:</b>	<b>B</b>

<b>Total workload</b>	<b>5</b>	<b>x 25</b>	<b>=</b>	<b>125</b>
<b>Class workload:</b>				<b>60</b>
<b>Individual workload:</b>				<b>65</b>

<b>Code:</b>	
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**Description of Course**

**MANAGEMENT OF THE HUMAN RESOURCES – A STRATEGIC FUNCTION**

- 1.1. The historical development of the Management of the human resources.
- 1.2. The functions of the human resources.
- 1.3. Who performs the functions of the human resources?
- 1.4. The department of the human resources.
- 1.5. Future management of the human resources.

**1**

**HUMAN RESOURCES IN A COMPETITIVE BUSINESS ENVIRONMENT. THE LEGAL, SOCIAL, ORGANIZATIONAL CONTEXT OF THE PERSONNEL DECISIONS.**

- 2.1. Enterprise is man.
- 2.2. Organizations: why do they exist and how do they work?
- 2.3. Some characteristics of the competitive environment of business.
- 2.4. Productivity

**2**

**ANALYSIS AND WORK PROJECTION**

- 3.1. Basic terminology
- 3.2. Work analysis
- 3.3. Work projection

**3**

Building the architecture of the human resources as a strategic asset. The tendencies for the improvement of OWL and analysis of the legal, social and organizational context. Practical exercises.

**PLANNING HUMAN RESOURCES**

- 4.1. The relation between planning human resources with the organizational planning.
- 4.2. The steps of the process of planning the human resources.
- 4.3. The means and techniques of planning human resources
- 4.4. The time frame of planning human resources.
- 4.5. Planning human resources: a process of development.

**4**

**RECRUITING EMPLOYEES**

- 5.1. Analysis of work, planning human resources and recruiting.
- 5.2. Drawing the recruiting policies
- 5.3. Sources of recruiting
- 5.4. The efficiency of the recruiting methods
- 5.5. Who recruits and how?

**5**

**SELECTION: STEPS TOWARDS MAKING THE DECISION TO HIRE PEOPLE**

- 6.1. The meaning of selection
- 6.2. The process of selection
- 6.3. The strategy of selecting decision.
- 6.4. Validity of the selection methods

**6**

Seminar: How to manage better the recruiting operations. Alternative exercises and case studies “Company

	ORIENTATION AND TRAINING-DEVELOPMENT OF EMPLOYEES.
7	7.1. Orientation 7.2. Training of employees. 7.3. The learning process Seminar: Analysis of the steps of the selection process. Questions for discussion about selection. Practical exercises.
	CAREER DEVELOPMENT
8	8.1. The importance of career development 8.2. The responsibilities of the career development 8.3. Execution of the career development program 8.4. The steps in career development 8.5. Career consultancy
	SYSTEMS OF MANAGING THE PERFORMANCE
9	9.1. Meaning of performance 9.1.2. The environmental factors as performance obstacles. 9.1.3. The responsibilities of the Human Resources Department in Managing the performance. 9.2. Assessment of the performance: definition and uses 9.3. Methods of assessing the performance
	THE ORGANIZATIONAL SYSTEM OF REWARD
10	10.1. The stipulation of the organizational system of reward. 10.2. Selection of reward. 10.3. The connection between reward and performance 10.4. Job satisfaction and reward. 10.5. Compensation of employee.
	THE STIMULATING SYSTEMS OF SALARY
11	The demands of stimulating plans. Individual stimulators The group stimulators Variable payment Seminar: Analysis of determining the work price and the methods used today for building the payment structure
	EMPLOYEES BENEFITS
12	What are the employees' benefits? The aims of benefits and services of employees Benefits according to legal demands. Drawing the pension plan Benefits related to the insurance of the employees
	MANAGEMENT OF SECURITY AND HEALTH
13	Care about the safety and health of the employees. The operation of the professional and health insurance Work accidents Work diseases Minimizing the health risks
	COMMUNICATION PROGRAMS
14	Communication programs of human resources. A guide for the employees: the manual for the employees Seminar: Analysis of the stimulating system of payments. The effect of the benefits in the productivity of the employees. Practical exercises.
	ORGANIZATION OF THE UNIONS AND COLLECTIVE AGREEMENTS.
15	The decisions of the union members The union and the Organization of Unionist Campaigns. Participants in the negotiations Compliance of collective agreements Specific matters in the collective agreements.