

Information sheet for the course Personnel Management I.

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/lz25Pd/14</i>	Course unit title: <i>Personnel Management I.</i>
Type of course unit: <i>compulsory</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face (prezenčná metóda)</i> <i>Seminar: 2 hours weekly/28 hours per semester of study; face to face</i>	
Number of credits: <i>5</i>	
Recommended semester: <i>5th semester 3rd year</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>Interim evaluation: active creative work on the seminar hours, at least 80% participation at seminars, mastering of the technical terminology and issues. Twice during the semester written test. Within the interim evaluation it is necessary to earn at least 50 points. Final assessment: test in a written form with a focus on knowledge of compulsory literature and oral response, which shall verify the ability to apply knowledge in the context of the described learning outcomes. Required points for the evaluation (out of 100 possible points): E - 70 points, D - 75 points, C - 80 points, B - 85 points, A - 90 points.</i>	
Learning outcomes of the course unit: <i>A student after completing the course will understand fundamental questions of human resource management issues. The student will be able to apply knowledge that he remembers from the area of personnel planning, recruitment, selection, motivation, evaluation, training of employees in organizations. The student will be able to organize and manage staffing activities in organizations. Will be able to use the knowledge gained from the subject, when analyzing employee performance and designing the criteria for evaluating the performance of employees of the organization. Will be able to apply knowledge and skills gained from the field of personnel management in positions of line managers in private organizations as well as public sector.</i>	
Course contents: <i>1. Introduction.</i> <i>2. Historical development of personnel management.</i> <i>3. The role of human resource management in the organization.</i> <i>4. Personnel Planning.</i> <i>5. Analysis of human resources.</i> <i>6. Recruitment.</i> <i>7. Selection and adaptation of employees.</i> <i>8. Motivation of employees.</i> <i>9. Evaluation of operational performance.</i> <i>10. Communication within the organization.</i> <i>11. Personnel management focused on skills.</i> <i>12. Career management and planning.</i> <i>13. The development and training of an employee.</i>	
Recommended of required reading: <i>Vojtovič, S. a kol.: Personálny manažment v organizácii. Aleš Čeněk, Plzeň 2013</i> <i>Vojtovič, S. a kol.: Riadenie personálnych činností v organizácii. IRIS, Bratislava 2008</i> <i>Vojtovič, S.: Personálny manažment. Historické súvislosti vzniku a rozvoja. IRIS, Bratislava</i>	

2006

Armstrong, M: Personální manažment. Grada Publishing, Praha 1999

Kachaňáková, A.: Riadenie ľudských zdrojov. Ekonóm, Bratislava 1999

Kleibl, J. – Dvořáková, Z. – Šubrt, B.: Řízení lidských zdrojů. C. H. Beck, Praha 2001

Koubek, J.: Řízení lidských zdrojů. Základy moderní personalistiky. Management Press, Praha 2003

Koubek, J.: Řízení lidských zdrojů. Základy modernej personalistiky. Management Press, Praha 2002

Pichňa, J.: Základy personalistiky. SOFA, Bratislava 1994

Stýblo, J.: Moderní personalistika, trendy, inspirace, výzvy. Grada Publishing, Praha 1998

Language: *Slovak*

Remarks:

The course is offered in the winter semester of the third year of full-time undergraduate studies and in the winter semester of the fourth year of external undergraduate studies. This course is mandatory. The number of students in a seminar group ranges from 20 to 25 students.

Evaluation history:

A	B	C	D	E	FX
22.32	33.93	28.57	8.93	6.25	0.0

Lectures:

Ing. Adriana Grenčíková, PhD., Ing. Veronika Soósová, PhD., PhDr. Erika Hančovská, PhD.

Last modification: 23.04.2014

Supervisor: *doc. Mgr. Sergej Vojtovič, DrSc.*