

Information sheet for the course Personnel Management II.

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/lz31Pd/14</i>	Course unit title: <i>Personnel Management II.</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</i> <i>Seminar:</i>	
Number of credits: <i>4</i>	
Recommended semester: <i>6th semester 3rd year</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>Interim evaluation: at least 80% participation at the lectures, 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: On the basis of the submitted project, which verifies 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 completing the course will extend knowledge of the issues of personnel management in organizations. Will be able to apply memorized knowledge of personnel marketing, personnel audit, the issues of lay-offs and relocation of employees. Will be able to organize and manage personal activities in organizations with the focus on working conditions and employee health protection, employee relations and employee conflicts. Will be able to use the knowledge gained from the subject for analyzing the utilization of workers and their productivity. Will understand European diversity in personnel management. Will be able to navigate the legislative standards related to the employment of people and will be able to assess the international aspects of human resource activities in organizations. Will be able to apply the acquired knowledge and skills from the field of personnel management at various levels of management in organizations.</i>	
Course contents: <i>1. Introduction to the subject.</i> <i>2. Personnel marketing.</i> <i>3. Personnel audit.</i> <i>4. Personnel outsourcing.</i> <i>5. Work environment and protection of occupational health.</i> <i>6. Employee care.</i> <i>7. Personnel information system.</i> <i>8. Analysis of the utilization of workers.</i> <i>9. International aspects of human resource activities.</i> <i>10. Employee relations.</i> <i>11. Employee conflicts.</i> <i>12. The legislative standards on employment of people.</i> <i>13. The European diversity and European approach in the management.</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
0.0	0.0	0.0	0.0	0.0	0.0

Lectures: *Ing. Adriana Grenčíková, PhD.*

Last modification: *23.04.2014*

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