

Course Unit Information Sheet

University: <i>Alexander Dubček University in Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>LZPV5</i>	Course unit title: <i>Social and Psychological Aspects in Personnel Management</i>
Planned types, learning activities and teaching methods: <i>2/2 weekly</i>	
Number of credits: <i>5</i>	
Recommended semester/trimester: <i>2nd semester</i>	
Degree of study: <i>III (PhD.)</i>	
Course prerequisites: <i>LZP9 Psychology, LZP17 Social Psychology, LZP11 Sociology</i>	
Assessment methods: <i>Continuous assessment: active and creative participation of students during seminars, students must attend at least 80% of all seminar sessions, master and use proper terminology, have the subject matter knowledge. Two written examinations during the semester. Under continuous assessment, students are required to achieve at least 50 score points to pass. Final assessment: a written examination to test the students' understanding of the recommended reading and an oral examination to test the students' ability to apply the knowledge in line with the course unit learning outcomes. Students may earn the total score of 100 points. The grading system is following: (E) – 70 points, (D) – 75 points, (C) – 80 points, (B) – 85 points, (A) – 90 points.</i>	
Learning outcomes: <i>The course unit structure is based on the already acquired knowledge of students in psychology, social psychology and management. Upon the course unit completion, students will acquire the knowledge on how to apply psychology in working with individuals, groups in organizations. Moreover, students will understand what their own competencies are and how to develop them. In addition, students will master the basic terminology related to management psychology, its special techniques, and principles of managing individuals and work groups, Next, students will understand the foundations of career planning from the point of view of psychology. Important issues that students have to master both in theory and practice include employee motivation and job satisfaction. Upon the course unit completion, students will understand issues associated with ergonomics and engineering psychology. In addition, students will understand how work performance and work effectiveness are influenced by innate, cyclical biological processes or functions. Students will also understand specific issues concerning fatigue, monotony and overload. Upon successful completion of the course unit, students will be able to prevent work effectiveness-related negative phenomena to occur by applying the knowledge on fatigue, biorhythms and appropriate working conditions. Last but not least, students will be able to identify burnouts and other negative social phenomena in the workplace, such as for instance mobbing and bossing.</i>	
Course unit contents:	
<ol style="list-style-type: none"> 1. <i>Introduction to Industrial Psychology, Psychology of Management and Managerial Psychology.</i> 2. <i>Application of psychology in economic practice, historical context in relation to the history of personnel management.</i> 3. <i>Industrial psychology – conceptual apparatus, basic research areas.</i> 4. <i>Specific methods of industrial psychology – professiography, diary method, work group sociometry.</i> 5. <i>Work effectiveness, work performance, factors affecting work performance.</i> 6. <i>Specific issues in work effectiveness – fatigue, monotony, biorhythms.</i> 7. <i>Working conditions, ergonomics, engineering psychology in relation to work effectiveness.</i> 8. <i>Work motivation, theories of work motivation.</i> 	

9. *Work satisfaction and work motivation.*
10. *Managerial competences and manager's personality.*
11. *Styles of leadership and management, managerial grid.*
12. *Couching and mentoring in managerial practice.*
13. *Negative phenomena in a workplace, burnout syndrome.*

Recommended reading:

Atkinson, M (2009). *Koučink – věda a umění: vnitřní dynamika.* Praha: Portál.
 Bartoníčková M. (2007). *Kariérový koučink.* Praha: Alfa Publishing.
 Bělohávek, F. (2000). *Jak řídit a vést lidi.* Computer Brno: Computer Press.
 Boroš, J., Ondříšková, E., Živčicová, E. (2000). *Psychológia.* Bratislava: IRIS.
 Boroš, J. (2001). *Základy sociálnej psychológie (pre študujúcich humánne, sociálne a ekonomické vedy).* Bratislava: IRIS.
 Plamínek, J. (1994).: *Řešení konfliktů a umění rozhodovat.* Praha: Argo.
 Štika, J., Rymeš, M., Riegel, K., Hoškovec, J. (1996). *Základy psychologie práce a organizace.* Praha: Karolinum.
 Vojtovič, S. a kol.(2008). *Riadenie personálnych činností v organizácii.* Bratislava: IRIS.
 Výrost, J., Slaměnik, I. (2000). *Aplikovaná sociální psychologie I., II., III.* Praha: Portál.
 Živčicová, E. (2001). *Základy psychológie.* Trenčín: FSEV, TnUAD.
 Živčicová, E. (2011). *Základy psychológie učenia.* Praha: Univerzita Jana Amose Komenského.
 Živčicová, E. (2009). *Profesionálna komunikácia.* In: *Finančný manažment a controlling.* Bratislava: IURA EDITION.
Časopis FSEV – Sociálno-ekonomická revue uvádza sa odporúčaná literatúra pre študenta k predmetu

Language: Slovak

Remarks: *The course unit is offered in the 1st year of study, full time/summer semester or in the 2nd year of study, part-time/winter semester. A compulsory - optional course unit.*

Evaluation history

Total number of students assessed: 0

A	B	C	D	E	FX
a	b	c	d	e	fx

Lecturer: Assoc. Prof. Mgr. Sergej Vojtovič, DrSc. – course unit lecturer

Last modification: March 30, 2016

Supervisors: Prof. Ing. Mag. Dr. Herbert Strunz, PhD., Assoc. Prof. Mgr. Sergej Vojtovič, DrSc., Assoc. Prof. Ing. Adriana Grenčíková, PhD. – guarantors of the Human Resources and Personnel Management program of study