



## Syllabus of the academic discipline «Personnel Management»

<b>Speciality</b>	<i>Management</i>
<b>Education program</b>	<i>Management</i>
<b>Educational qualification</b>	<i>third (educational and scientific)</i>
<b>Type of the discipline</b>	<i>Selective</i>
<b>Language of teaching</b>	<i>English</i>
<b>Academic year / Semester</b>	<i>1<sup>st</sup> academic year, 2<sup>d</sup> Semester</i>
<b>Number of credits ECTS</b>	<i>5</i>
<b>Distribution by types of classes and hours of study</b>	<i>Lectures – 20 hours.</i>
	<i>Practical (seminars) – 20 hours.</i>
	<i>Independent training – 110 hours.</i>
<b>Final assessment</b>	<i>Pass</i>
<b>Department</b>	<i>Management and business department S. Kuznets Kharkiv National University of Economics, 61166, Kharkiv, 9a Nauki Ave., Scientific and library building, 7th floor, room 703, phone number: +38 (057) 702-01-46 (2-96), <a href="mailto:kaf_mb_hneu@ukr.net">kaf_mb_hneu@ukr.net</a> , <a href="mailto:kafmb2007@gmail.com">kafmb2007@gmail.com</a></i>
<b>Lecturer (s)</b>	<i>Nazarov Nikita, PhD, Associate Professor</i>
<b>Contacts of lecturer (s)</b>	<i>Nazarov N.: <a href="mailto:nikita_nazarov@yahoo.com">nikita_nazarov@yahoo.com</a></i>
<b>Study days</b>	<i>Lectures: <a href="#">due to timetable</a> Practicals: <a href="#">due to timetable</a></i>
<b>Consultations</b>	<i>At the Management and Business department, off-line; due to timetable of consultations, personal</i>
<b>The purpose of the discipline</b>	
is to study the necessary theoretical basis and gain the practical skills in the field of formation, use and development of personnel of enterprises and organizations, which should be possessed by a specialist in the field of human resource management	
<b>Prerequisites for learning</b>	
Methodology and organization of scientific research, Statistics	
<b>Content of the academic discipline</b>	
<b>Content module 1</b> <i>Theoretical and practical foundations of the discipline "Personnel Management"</i>	
<b>Theme 1.</b> Personnel management in the enterprise management system	
<b>Theme 2.</b> The main characteristics of the personnel of the enterprise	
<b>Theme 3.</b> Organization of personnel recruitment for the enterprise	
<b>Theme 4.</b> Staff evaluation and Certification	
<b>Theme 5</b> Professional development of personnel	
<b>Theme 6</b> Motivation and stimulation of employees	
<b>Theme 7</b> Managing personnel release	
<b>Theme 8</b> Personnel service and personnel documentation	
<b>Theme 9</b> Social-psychological aspects of personnel management	
<b>Theme 10</b> Corporate culture and organizational behavior of personnel	
<b>Theme 11</b> Strategies and policies of enterprise personnel management	
<b>Theme 12</b> Social partnership in the enterprise	
<b>Theme 13</b> Resource support for personnel management	
<b>Theme 14</b> Efficiency of personnel management	
<b>Material and technical (software) for discipline support</b>	
<i>Multimedia Projector</i>	
<b>Course page on the Moodle platform</b>	<a href="https://pns.hneu.edu.ua/course/view.php?id=5457">https://pns.hneu.edu.ua/course/view.php?id=5457</a>



**(personal training system)**

**The system of the study results assessment**

The system of assessment of the formed competencies takes into account the types of classes, which include lectures and practical classes as well as independent work. Assessment of the formed competencies is carried out according to the accumulative 100-point system.

Current control, which is carried out during the semester during practical classes is assessed by the sum of points scored. The maximum possible number of points for the current and final control during the semester – 100 and the minimum possible number of points – 60.

Current control includes the following control measures: tasks by topics; current control works; final control works.

More information that is detailed is in the Working plan.

**Policies of the academic discipline**

*The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, write-off, deception, bribery, and biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work*

*More detailed information on competencies, learning outcomes, teaching methods, forms of assessment, independent training are given in the Syllabus of the academic discipline (<https://pns.hneu.edu.ua/course/view.php?id=5457> ).*

Syllabus approved at the meeting of Department «30» May 2022. Protocol №16.