

АННОТАЦИЯ РАБОЧЕЙ ПРОГРАММЫ ДИСЦИПЛИНЫ

Б1.Б.5 «Управление человеческими ресурсами компании Human Resources Management»

наименование дисциплин (модуля)

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Код и наименование направления подготовки, профиля:

38.04.02 «Менеджмент», профиль «Инновационный менеджмент»

Квалификация (степень) выпускника: магистр

Форма обучения: очная

Цель освоения дисциплины:

сформировать компетенции в области коммуникации в устной и письменной формах на русском и иностранном языках для решения задач профессиональной деятельности, работы в коллективе в сфере своей профессиональной деятельности, толерантно воспринимая социальные, этнические, конфессиональные и культурные различия (УК ОС-4 и УК ОС-5)

План курса:

Topic 1. The essence of human resources management.

Tezaurus: «human», «society», «subject», «object», «activities», «labor», «management», «structure», «system», «communication», «position», «status», «intrinsic motivation», «role».

Key concepts: «staffing – staff – human resources» genetic-functional approach. Genetic (biological, cultural, material, moral), subjective (individual, group, institutional, state, regional-continental, global), functional (activities – consciousness – relations) aspects of scientific research of human existences.

Topic 2. Human resource management system.

Factors determining the structure, content and management of the organization. The organization's management system and the main subsystems and elements. Goals, functions, organizational structure and options for incorporating the HR subsystem in SMO: world experience. Features of the functioning of management units (departments, services): personnel, organization of production, labor and wages, training of personnel, social and technical support. Personnel management system (PMS) and human resources management system (HRMS): general and special. Design of the personnel management system. Methods of researching the current state of the organization and management effectiveness: self-analysis, observation, conversation, interview, study of documents, comparison. Methods of development and construction of HRMS: expert-analytical, comparisons and analogies, goal structuring (goal tree), parametric, simulation modeling, functional-cost, matrix.

Classification of variables affecting the development of the organization, R. Likert: causal (organizational structure, control, policy, training, behavior of managers); intermediate (installation, perception, motivation, qualification, work in teams, intergroup relations); resulting (increase of productivity, increase in sales volume, reduction of costs, consumer loyalty, revenue growth). The McKinsey Model "7S".

Topic 3. Human resource planning in the organization.

The essence, goals, tasks, methods and algorithm of staffing SUP. Determination of the quantitative composition and qualitative characteristics of management personnel. Specific requirements for the staffing of HRMS in various fields of activity (business, politics, science and education, culture). The main tasks of information support of HRMS. Designing the subsystem of information support for the HRMS: the organization of information loading of managers and specialists, information flows and workflow. Content, movement and storage media for personnel. Organization of office work in the personnel service. The composition of the main documentation for personnel management: a personal card, a personnel record sheet, an employment agreement (contract), an employment agreement, a work book. Classification of organizational and technical means of personnel management. The main tasks, indicators and directions of designing the technical support of the HRMS. Composition of project documentation.

The essence and content of the legal and regulatory support of HRMS. Legal framework of the HRMS: laws, decrees, resolutions. Classification of documentation. Normative base of HRMS: regulations, regulations, standards, standards, etc. Officials and bodies that carry out legal support for HRMS.

Topic 4. Management of recruitment selection and adaptation of personnel.

Basic methods of managing recruitment and selection of personnel. The main categories of the organization's personnel are: managers, leading specialists, technical executors, workers. Factors affecting the size and ratio of major categories of personnel. Principles and tools of personnel selection. Labor adaptation and adaptation in the team.

Topic 5. Performance management of an employee incentives and salary structure

Human needs and motives of his behavior. The essence, content and specifics of the processes of stimulation and motivation. Substantive and procedural theories of motivation. The theory of the hierarchy of needs of A. Maslow, ERG theory of K. Alderfer's motivation, D. McGregor's "X-Y" theory, D. McClelland's theory of acquired needs and F. Herzberg's two-factor model. The theory of reinforcement of the motive (E. Thorndike, B. Skinner, J. Hermann, J. Komaki), theory of justice (S. Adams), expectation theory (V. Vroom, L. Porter, E. Lawler), target theory of motivation (E. Loke), a modification of behavior (F. Lutens, R. Creightner).

The main methods of stimulation (monetary, target, enrichment of labor, partisipativnost): a comparative analysis.

Topic 6. Management of training and staff development.

Professional and personal development of the employee. Characteristics of immaturity (passivity, dependence, limited number of behaviors, primitive interests, short-term perspective, subordinate position, lack of self-awareness, low self-esteem) and maturity (activity, independence, diverse behavioral models, deep interests, long-term perspective, dominant position, self-awareness and self-control) of the person. The problem is "smart but poor": Russian specificity.

The concept, the main stages and types of business careers. Examples of managing a business career in Russian and foreign organizations. Modeling of career growth taking into account the life cycle (LC) of the organization and the individual. Mistakes of beginning managers. Advantages and disadvantages of the main methods of training, retraining and advanced training of personnel: in the workplace; in specialized firms and scientific and educational institutions - internally, internally in absentia and in absentia; remotely. Objective and subjective prerequisites for the formation of a system of continuous training and staff development. General characteristics of the learning process. The basic principles of didactics (purposefulness, scientific character, practical orientation, consciousness, activity and independence of trainees, visibility, systematic, consistent and complex, high-level learning difficulties, strength of mastering knowledge, skills and knowledges, collectivism and individual approach).

Topic 7. Management of staff behavior, collaboration and interaction.

Ethical norms of interpersonal relations. Conflict Management. Personnel release management. Dismissal and reduction of workers. Typical organizational structures. Business communications. Interaction and teamwork.

Формы текущего контроля и промежуточной аттестации:

Формы текущего контроля успеваемости: опрос, реферат, тестирование, эссе, коллоквиум.

Форма промежуточной аттестации, отражающая формирование компетенции на уровне данной дисциплины: зачет.

Этапы освоения компетенции УК ОС – 4.3 и УК ОС-5.3 отражают формирование:
на уровне знаний:

Методы, способы и инструменты управления персоналом

Методы анализа количественного и качественного состава персонала

Политика управления персоналом организации

Системы стандартов по бизнес-процессам, профессиям, нормам труда

на уровне умений:

Организовывать работу персонала структурного подразделения

Определять задачи персонала структурного подразделения, исходя из целей и стратегии организации

Создавать и описывать организационную структуру, цели, задачи, функции структурного подразделения

на уровне навыков:

Постановка оперативных целей по вопросам управления персоналом

Разработка планов, программ и процедур в управлении персоналом

Разработка предложений по структуре подразделения и потребности в персонале

Основная литература:

1. Кибанов, А.Я. Управление персоналом организации: актуальные технологии найма, адаптации и аттестации. [Электронный ресурс] : учеб. пособие / А.Я. Кибанов, И.Б. Дуракова. — Электрон. дан. — М. : КноРус, 2014. — 360 с. — Режим доступа: <http://e.lanbook.com/book/53574> — Загл. с экрана.
2. Дейнека А. В. Управление персоналом организации: учебник. - М.: Дашков и Ко, 2014. <http://www.iprbookshop.ru/24835>