

## Tárgytematika / Course Description

### Human Resources Management

KGNB\_MMTA031

Tárgyfelelős neve /

Teacher's name: Magyar-Stifter Viktória

Félév / Semester: 2020/21/2

Beszámolási forma /

Assesment: Vizsga

Tárgy heti óraszám /

Teaching hours(week): 2/2/0

Tárgy féléves óraszám /

Teaching hours(sem.): 0/0/0

### OKTATÁS CÉLJA / AIM OF THE COURSE

The purpose of the course is to introduce the areas and main tasks of Human Resources Management as one of the most determining part of a company's organization. It gives insight into the different aspects of the employment, starting from the staffing process through the hiring, training & development and other related processes.

In the practical part of the course will be introduced the different processes of Human Resources Management, for example the job interview, performance appraisal.

### TANTÁRGY TARTALMA / DESCRIPTION

Nr. of week	Subject
1.	Introduction of the instructor, thematic, deadline and method of the assessment Overview of Human Resources Management. What is HRM? Functions of Human Resources
2.	Strategic planning process, Staffing Job analysis
3.	Selection Process, Methods of interviewing, Indicators of selection process
4.	Recruitment process – External- internal recruitment sources Environment of recruitment, Labour market indicators, Recruitment technologies
5.	Hiring, orientation and employment (labour law)
6.	Training and development
7.	Talent management - Performance appraisal, appraisal methods
8.	Internship, Apprenticeship, Trainee Competencies
9.	Motivation Compensation & benefit
10.	HR Controlling Labour Relations, Collective bargaining process, Health & Safety
11.	Internal employee relations, surveys Disciplinary actions, termination
12.	HR systems, organizational development
13.	HR in the 2000s – HR challenges in global crisis Equal employment opportunity, workforce diversity
14.	Test

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## SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

### Assessment's method

The participation is highly recommended. There will be team exercises and/or individual tasks (e.g. discussion questions) throughout the semester.

### Evaluation:

The course will finish with an exam, however students will be offered a mark based on their activities (team exercises, individual tasks, active participation throughout the semester) – 50% and a final test 50%.

A written exam can be completed in the exam period.

### Grading scale:

0-59 points: fail (1)

- 60-69 points: pass (2)
- 70-79 points: satisfactory (3)
- 80-89 points: good (4)
- 90-100 points: excellent (5)

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## KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

### Mandatory literature:

- Slides of lectures and seminars

- Notes and given documents (printed and online)

**Recommended readings:**

- R. Wayne Dean Mondy, Joseph J. Martocchio Human Resource Management, Global Edition (Pearson, 2016)
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