

Tárgytematika / Course Description

Human Resources Management

KGNB_MMTA031**Tárgyfelelős neve /****Teacher's name:** Magyar-Stifter Viktória**Félév / Semester:** 2023/24/2**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

1. Introduction of the thematic, deadline and method of the assessment.
Introduction to Human Resources Management. What is HRM? Functions of Human Resources.
2. Human resources management strategy.
3. Job analysis and the talent management process.
4. Personnel planning, recruiting, selection process.
5. Methods of interviewing.
6. Training and developing employees.
7. Performance management and appraisal.
8. Mid-term written test
Internship, Apprenticeship, Trainee.
9. Career management, retention.
Disciplinary actions, termination.
10. Motivation theories. Job evaluation methods.
Compensation.
11. Compensation and benefits.
Health & safety, Risk management.
12. Employee relations; employee programs, ethical organization.
Labour Relations, Collective bargaining process.
Equal employment opportunity.
13. International human resources management

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

Assessment's method

The course consists of a theoretical part and practical part.

The attendance at practical part is mandatory: a total of 4 absences (=2 lectures) is allowed;

There will be team exercises and/or individual tasks (e.g. discussion questions) throughout the semester, where additional extra points may be awarded for active participation and project assignments.

Evaluation:

The course will finish with a verbal exam in the exam period, however students will be offered a mark based on the followings:

- result of both written tests,
- additional extra points may be awarded for active participation in lectures and project assignments during the semester.

If offering a mark is not possible or the student does not accept it, the student will have the opportunity to take a verbal exam during the examination period.

Terms of signature:

- ☐ Passed mid-term written test (min. 60%)

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 literature:

🕒 Gary Dessler: Human Resource Management (16th edition)

AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL