

## 30124 - Organisation of Human Resources

### Syllabus Information

**Academic year:** 2023/24

**Subject:** 30124 - Organisation of Human Resources

**Faculty / School:** 175 - Escuela Universitaria Politécnica de La Almunia

**Degree:** 425 - Bachelor's Degree in Industrial Organisational Engineering

**ECTS:** 6.0

**Year:** 3

**Semester:** Second semester

**Subject type:** Compulsory

**Module:**

### 1. General information

The subject aims to deepen the aspects related to the management and direction of people in organizations. The person is the key resource and one of the factors that can serve as a differential element with the competitors and that, therefore, can help to maintain and improve the competitive position in the dynamic business environment of the 21st century.

It presents the set of policies and activities that, within organizations, are carried out to define and improve the competencies of professionals and collaborators, and analyzes how to increase commitment, integration and talent management in order to optimize people's contribution of people to the achievement of organizational objectives.

*These approaches and objectives are aligned with the following Sustainable Development Goals (SDGs) of the 2030 Agenda of the United Nations (2030 Agenda (<https://www.un.org/sustainabledevelopment/es/>): Goals 8 and 5.*

### 2. Learning results

- Know how to undertake and promote entrepreneurial initiatives
- Propose innovative ideas and alternatives for the improvement of Human Resources organizational systems - Identify new techniques and tools for the organization and management of companies.
- Design, implement, evaluate and manage quality systems in HR management

### 3. Syllabus

The contents of the subject will be structured around four main blocks:

1. Labor relations and their legal framework
  - a. Workers' Statute / Collective Bargaining Agreements
  - b. Key concepts in personnel administration and management
2. Human Resources strategic planning
  - a. The Human Resources function in organizations
  - b. Human Resources policies and strategy
  - c. New perspectives in the Human Resources area
  - d. Company culture and work environment
3. Jobs and People
  - a. Job Analysis, Description and Evaluation
  - b. Performance Evaluation. Management by Objectives
  - c. Performance Evaluation. Management by Competencies
4. Operational tools in People Management
  - a. Remuneration and compensation
  - b. Personnel Selection
  - c. Training Management
  - d. Talent Management

### 4. Academic activities

In order to achieve the learning results, the following activities are foreseen; - Face-to-face activities to be carried out during the official timetable of the subject:

- Theoretical sessions: The theoretical concepts of the subject will be explained.
- Practical sessions: Problems and case studies will be solved to help the understanding and application of the concepts studied.

- Personal work and study to be done by the student individually or in groups outside the official class sessions.

## **5. Assessment system**

The student must demonstrate that they have achieved the expected learning results by means of the following assessment activities.

1. Final exam. Key concepts will be assessed by mixing essay and multiple-choice questions.

In addition, a practical exercise will be presented for its resolution. The weight of this test on the final grade will be 60%, requiring a minimum grade of 5.

2. Resolution of group/individual cases. Different company cases will be carried out, referring to the key concepts in Human Resources Management. Different cases may be presented during the subject and/or a final case to be solved in group. The weight of these cases on the final grade will be 30%.

3. Student involvement and commitment in the classroom. Participation, level of activity and interest will be evaluated, as will the attendance of students to classes. The weight on the final grade will be 10%.