

POLI ESCOLA SUPERIOR TECNOLOGIA GESTÃO TÉCNICO GUARDA	<h2>SUBJECT DESCRIPTION</h2>	MODELO PED.013.03
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<i>Course</i>	Management					
<i>Subject</i>	Human Resources Management					
<i>Academic year</i>	2023/2024	<i>Curricular year</i>	2	<i>Study period</i>	1	
<i>Type of subject</i>	Compulsory	<i>Student workload (H)</i>	Total: 140	Contact: 60	<i>ECTS</i>	5
<i>Professor(s)</i>	PhD Ana Poças					
<input type="checkbox"/> <i>Area/Group Coordinator</i> <input type="checkbox"/> <i>Head of Department</i>	<i>(select)</i> PhD Amândio Baía					

Planned SD

1. LEARNING OBJECTIVES

It is intended to introduce and familiarize students with the main human resources management practices, emphasizing its importance for the achievement of organizational objectives and to understand the role of the Human Resources Manager in Organizations.

It is intended to develop the capacity for analysis and critical reasoning in the application of the various theories and practices of Human Resource Management to concrete situations.

2. PROGRAMME

1. Human Resource Management (HRM)

1.1. The Importance of Human Resource Management

1.2. Strategic HR Management

1.3. The evolution of HRM

2. Description and Analysis of Functions (DAF)

2.1. Objectives and applications

2.2. DAF Models

2.3. Importance of DAF for other HRM practices

3. Recruitment and Selection

3.1. Types of recruitment

3.2. Recruitment methods

3.3. Selection methods and techniques

4. Integration and Socialization

4.1 Onboarding and socialization

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4.2 Socialization tactics

4.2. Monitoring and retention

5. Training and Development

5.1. Training, knowledge and its management: conceptions

5.2. Training management

6. Employee assessment

6.1. The Performance Evaluation process

6.2. Performance Evaluation Advantages and Problems

6.3. Performance Assessment Methods and Instruments

7. Reward Systems

7.1 Objectives

7.2 Components

7.3 Salary Policy

8. Hygiene and Safety in the Workplace

8.1 Concept and costs of accidents and occupational diseases

8.2 Health and Safety at Work: the importance of prevention

9. Dysfunctions and personal effectiveness in Organizations

9.1. Absenteeism, productivity and turnover

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

The various points of the program are aimed at sensitizing the student to the growing importance of Human Resource Management and the way it relates to Management and the Strategy of organizations.

The combination of theoretical models with practical applications through the analysis of case studies and the realization of practical cases will allow the student to understand the main processes of people management, namely, Analysis and Job Description, Recruitment and Selection, Training, Performance Evaluation and Compensation, as well as understanding the main challenges associated with people management.

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4. MAIN BIBLIOGRAPHY

Armstrong, M. (2017), *A Handbook of Human Resource Management Practice*, 14th edition, London, Kogan Page.

Câmara, P.; Guerra, P. e Rodrigues, J. (2016). *Humanator XXI: Recursos Humanos e Sucesso Empresarial*. 7ª edição, Publicações Dom Quixote.

Gomes, J.; Cunha, M.; Rego, A.; Cunha, R.; Cabral-Cardoso, C.; Marques, C. (2015). *Manual de Gestão de Pessoas e do Capital Humano*. 3ª Edição, Edições Sílabo.

Peretti, J. (2007). *Recursos Humanos*. Edições Sílabo, Lisboa – Porto.

Sousa, M.; Gomes, J.; Sanches, P. e Duarte, T. (2006). *Gestão de Recursos Humanos – Métodos e práticas*, 10ª Edição, Editora Lidel.

Periodic publications and support material made available by the professor.

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

TEACHING METHODOLOGIES:

Lecture, interactive lesson, debate, presentation and/or interaction with audiovisual aids and case studies.

Evaluation:

The student may choose one of the following evaluation methods:

A) Continuous evaluation: the student must do a test and a work.

The final classification is given by:

Final Classification= 0,7 (classification on frequency/exam)** + 0,3 (work classification)

**7,0 values minimum classification;

B) Exam (100% ponderation) evaluation for those students who do not opt for the continuous evaluation.

The student will be Approved when the final classification is 10 (ten) or more.

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The teaching methodology is based on an exposure of concepts and theoretical models of reference, accompanied by a critical analysis of case studies, the realization of practical work and their discussion.

In this way, it is intended that the student visualizes and understands the practical application of these same concepts, as well as develops his capacity for critical analysis.

7. ATTENDANCE

n.a.

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8. CONTACTS AND OFFICE HOURS

anapocas@ipg.pt, office 62

office hours: Wednesday and Friday 9.30-10.30

9. OTHERS

n.a.

DATE

19th of september 2023

SIGNATURES

Professor(s), Area/Group Coordinator or Head of Department signatures

Assinatura na qualidade de (clicar)

(signature)

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