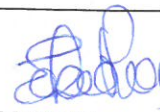


POLI ESCOLA SUPERIOR TURISMO HOTELARIA TÉCNICO GUARDA	SUBJECT DESCRIPTION	 MODELO PED.014.03
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<i>Course</i>	Hotel Management, Tourism and Leisure, Catering and Food Service				
<i>Subject</i>	Human Resources Management				
<i>Academic year</i>	2023/2024	<i>Curricular year</i>	1st	<i>Study period</i>	1st semester
<i>Type of subject</i>	Compulsory	<i>Student workload (H)</i>	Total: 109	Contact: 45	ECTS 4
<i>Professor(s)</i>	Elsa Maria Costa Ventura Ramos				
<input checked="" type="checkbox"/> <i>Area/Group Coordinator</i> <input type="checkbox"/> <i>Head of Department</i>	<i>(select)</i> Prof. Maria Manuela Natário (PhD)				

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

The HTM syllabus aims to complement the Knowledge obtained in the other curricular units of this graduation, conducting to the development of skills for the formulation and implementation of strategic and practical policies, in the human resources management.


It is intended that students acquire the knowledge of concepts and practices associated to the main areas of intervention in people management, namely: recruitment processes; selection and integration of people in the organization; performance evaluation; interpersonal relations; training; salary management and other compensations. In the end, the student should have knowledge that allows him to recruit, select, manage and evaluate people within the organization.

2. PROGRAMME

- I. Human Resources Administration
- II. Recruitment and Selection
- III. Description and Job Analysis
- IV. Reward Systems
- V. Performance Assessment Systems
- VI. Development and management skills
- VII. Human Resources and Career Management Planning
- VIII. Interpersonal Relations
- IX. Organizations (Present and future)

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

This curricular unit, through the entire syllabus, aims to contribute to the complete formation of the student as a person and future professional of the hospitality industry. For this awareness will be raised

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the importance of the professional gesture transmitted, the need to know how to behave and what to do in the domain of technique, operations, instruments and relations, in an integrated and systemic form.

In the end, students should be able to, autonomously, to participate and develop their activities, namely at the organizational level, developing and applying management concepts in companies where the student could be insert.

4. MAIN BIBLIOGRAPHY

Mandatory

Chiavenato, I. (2009). *Recursos Humanos: o capital humano das organizações*. 9ª ed. Rio de Janeiro: Editora Elsevier.

Sousa, M., Duarte, T., Sanches, P.G. & Gomes, J. (2006). *Gestão de Recursos Humanos – Métodos e Práticas*. Lisboa: Lidel.

Recommended

Bratton, J. & Gold, J. (2007). *Human Resource Management: Theory and Practice*. 4th Edition, N.Y.: Palgrave Macmillan.

Caetano, A. & Vala, J. (2002). *Gestão de Recursos Humanos – contextos, processos e técnicas*. 2ªed. RH Editora.

Câmara, P.B. et al (2001). *Humanator: Recursos Humanos e Sucesso Empresarial*. Publicações Dom Quixote.

Mullins, L. (2001). *Hospitality management and organizational behaviour*. 4th ed. Pearson/Longman

Peretti, Jean_Marie (2007). *Recursos Humanos*. Lisboa: Edições Sílabo.

Seixo, J. (2007) *Gestão do Desempenho: Manual Prático*. 4ª ed. Lidel.

Verson, K. (2001) *Managing human resources in the hospitality industry: an experiential approach*. New Jersey: Prentice-Hall.

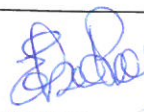
Sites e Revistas da Especialidade:

Recursos Humanos Magazine (<http://www.rhmagazine.publ.pt/>)

RHOnline – O clique dos Recursos Humanos (<http://www.rhonline.pt/>)

APG – Associação Portuguesa dos Gestores e Técnicos dos Recursos Humanos (<http://www.apg.pt>)

Humanet – Recursos Humanos e Gestão (<http://human.pt/>)

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Stepstone – Líder Europeu em Gestão de Carreiras e Serviços de Recrutamento Online (<http://www.stepstone.pt/>)

RHPortal – O mais completo portal de Recursos Humanos (<http://rhportal.com.br/>)

RHMais – Mais pelas Pessoas – People First (<http://rhmais.pt/index.asp>)

RH Turismo – Recursos Humanos no Turismo (<http://rhturismo.net/>)

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Continuous assessment will reflect the students average performance based on the following components: Global Test (Written test) – 50%; Group practical assignment – 50%.

Students must obtain a minimum grade of 7.5 values in each componente. The evaluation will be expressed on a scale of 0 to 20 values and will reflect the average of the student’s performance in the previous componentes.

Final Assessment:

Practical Theoretical Exam – 100%

None of the instruments for continuous assessment indicated above will be considered for the final grade.

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

In order to achieve the proposed objectives, the methodology in the curricular uni tis based on theoretical and practical training principles, with a focus on sharing, analysing and studying real cases. Whenever possible, interaction and brainstorming will be promoted as a way to reinforce learning objectives.

7. ATTENDANCE

The student who chooses the continuous assessment (including those with working student status) is obliged to participate in all the instruments and moments of continuous assessment. There is obligation to attend classes, slthough it is essential for understanding and consolidating the intended objectives.

8. CONTACTS AND OFFICE HOURS

Email: elsaramos@ipg.pt

Office Hours: Monday – 10:00-11:00 AM

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DATE

25 de setembro de 2023


SIGNATURES

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

Professor


(signature)

Area/Group Coordinator


(signature)