

POLI ESCOLA SUPERIOR TECNOLOGIA GESTÃO TÉCNICO GUARDA	SUBJECT DESCRIPTION	MODELO PED.013.03
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Course	Human Resources Management					
Subject	Training Management and Human Potential Development					
Academic year	2023/2024	Curricular year	3rd	Study period	1st semester	
Type of subject	Compulsory	Student workload (H)	Total: 168	Contact: 60	ECTS	6
Professor(s)	Maria Elisa Lopes de Figueiredo PhD					
<input checked="" type="checkbox"/> Area/Group Coordinator <input type="checkbox"/> Head of Department	(select)	Manuela Natário PhD				

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

- Emphasize the importance of human resources training for the company;
- Conduct a sensitization to the development of professional skills;
- Provide a methodology to create training programs.

2. Developing skills

- Understand and build strategic thinking in the management of human resources;
- To contribute to the characterization of human resources policy at the level of development processes and training;
- Contribute to the diagnostic needs of recycling programs, training and people development.

3. PROGRAMME

Chapter 1 - The Management Training in Human Resource Management

1.1 Background of training and human development in the processes of Human Resource Management.

Chapter 2 - Developing People and Organizations - A Changing World

2.1 The Knowledge Management in Organizations

2.2 The Human Resources Management by Competences Models

Chapter 3 - Conception of a Training Plan

3.1 Concepts of Education, Training and Development

3.2 Methods of Training

3.3 Purpose of the Training Plan

3.4 Phases of Training Process (Formative cycle)

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4. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

This curricular unit, developed through the syllabus, aims to foster the overall education of the student as a person and as a future professional, making them aware of the need to know how to be and how to behave as well as to know how to do, technically, operationally and instrumentally, both integrally and systemically.

Students should thus acquire and develop behavioral, operational and instrumental skills. In the end, the student should be able to participate and develop his/her professional activity autonomously in terms of organization, development and management of professional training operations and processes on the job.

5. MAIN BIBLIOGRAPHY

Bilhim, (2007), *“Gestão Estratégica de Recursos Humanos”* 3ª Edição, Lisboa, Universidade Técnica;

Cascão (2004), *Entre a Gestão de Competências e a Gestão do Conhecimento - Um Estudo exploratório de Inovação na Gestão das Pessoas*. Lisboa, Editora RH

Ceartil (2000), *O Papel da Formação no Desenvolvimento de Novas Competências* in Caetano, & Vala, (2006), *Gestão de Recursos Humanos – Contextos, Processos e Técnicas*, Lisboa RH Editora;

Ceartil, (2004), *Sociedade, Gestão e Competências – Novas Dinâmicas para o Sucesso das Pessoas e das Organizações*. Lisboa: Edições Sílabo;

Chiavenato, Idalberto, (2004), *Gestão de Pessoas*, 2ª Edição, Rio de Janeiro: Editora Campus;

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

Figueiredo, E., Paiva, T., Tadeu, P. & Turenizyazova, A. (2019), *Guide of Training Management*, ERASMUS+, MAGNET - Network for vocational educational training centers of Middle Age Generation in Uzbekistan. ISBN: 978-972-8681-77-7;

Figueiredo, Elisa; Material Didático de apoio às aulas, ano letivo de 22/23;

Serrano e Fialho (2005), *Gestão do Conhecimento, O novo Paradigma das organizações*, 3ª Edição, FCA -Editora de Informática.

6. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Teaching methodology: lecture, interactive lesson, debate, presentation and/or interaction with audiovisual aids and case studies. Students select their assessment from the following:

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Ongoing assessment – one written test (50%) (with minimum grade of 7 values) + assignments (50%) – note that with the exception of those with student-worker status, ongoing assessment requires minimum attendance of two-thirds of the classes; or

Exam – one written test (100%).

7. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The teaching methodology is based on lectures of theoretical concepts and models accompanied by a critical analysis of case studies and practical assignments, their presentation and discussion so that the students visualize and understand the practical application of these concepts while they develop their critical analysis skills.

8. ATTENDANCE

Continuous assessment requires a mandatory minimum attendance of 2/3 of the classes (this condition does not apply to employed students).

9. CONTACTS AND OFFICE HOURS

Name: Maria Elisa Lopes de Figueiredo PHD

E-mail: efigueiredo@ipg.pt

Phone: +351271220111 (telephone extension: 1217)

Office nº: 17

Office hours:

Thursday: 11:30h/13:00h and 16:00h-18:00h

Area/Group Coordinator:

Name: Maria Manuela Santos Natário PHD

E-mail: m.natario@ipg.pt

Phone: +351271220111 (telephone extension: 1262)

Office nº: 62

DATE

29 de setembro de 2023

<p>POLI</p> <p>ESCOLA SUPERIOR TECNOLOGIA GESTÃO</p> <p>TÉCNICO GUARDA</p>	<p>SUBJECT DESCRIPTION</p>	<p>MODELO</p> <p>PED.013.03</p>
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