

**Module: Human Resources Management****COMMON**

- ▶ Department: Business run by ESCOEX International Business School
- ▶ Status: Common
- ▶ Credits: 20
- ▶ Level: 5
- ▶ Pre-requisites: Organisational Behaviour Organiser: Javier Ramirez

**Overall Aims and Purpose**

The overall objective of this subject is to develop the student's ability in the management of labour relations and human resources in companies and institutions. This capacity should guarantee the acquisition of a series of general competences essential for managing human capital within the organization. Focus will be given to different steps in human resource management: search and recruitment, selection promotion and development, labour flexibility, continuous training, performance evaluations and compensation.

**Learning Outcomes**

On successful completion of this module the student will be able to:

1. Identify important areas to take into account the design of a HR policy
2. Understand and develop sensitivity in labour relations aspects
3. Apply concepts and techniques that improve performance of people in an organisation.

**Indicative Content**

1. Function of HR
2. Organisational culture
3. Labour relations
4. Analysis and description of jobs
5. Management by competences
6. Performance Management
7. Motivation
8. Analysis and description of jobs
9. Recruiting and selecting
10. Training
11. Remuneration
12. Leadership
13. HR Management

**Assessment Methods**

1 final exam worth 60% of the grade.

1 group (3- 4 students) assignment of 6000 words worth 40%. Written document (25%), oral presentation (10%) and peer (5%).

**Teaching and Learning Strategy**

The method followed in the classroom will combine the lecturers' explanations through lectures and individual learning. In addition group or individual work with class presentations will also be undertaken.

200 notional learning hours comprising 112 hours classroom-based and 88 hours tutor-directed student learning.

## Key Skills Taught

D1: Communication and presentation skills including audio, oral and written, using a range of methods

D2: Numeracy, computing & information technology skills; this requires familiarity with a range of business data, research sources and appropriate methodologies

D3: Interactive and group skills including team projects and presentations; leadership, team building, influencing and project management skills together with skills of effective listening, negotiating, persuasion and presentation

D4: Problem solving skills including identifying, formulating and solving business problems; the ability to create, evaluate and assess a range of options, together with the capacity to apply ideas and knowledge to a range of situations

D5: The ability to self-appraise and reflect on practice including the development of skills associated with critical reflection

D6: The ability to plan and manage learning in terms of time, behaviour, motivation, self-starting, individual initiative and enterprise

## Indicative Reading

### Essential Reading

- Dolan, S.L. (2014): Gestión de personas y del talento. Mcgraw-Hill / Interamericana de España.
- Gómez-Mejías, L.; Balkin, D. y Cardy, R. (2011): Managing Human Resources. (6ª Ed.) Ed. Pearson Education
- Hay Group (2006): Factbook de RRHH (5ª Ed). Ed. Cizur Menor: Thomson y Aranzadi.
- Puchol, L. (2007): Dirección y Gestión de RRHH. (7ª Ed). Ed. Díaz de Santos.
- Peter, L.J. (2011): El principio de Peter. Ed. DEBOLSILLO.

### Recommended Reading

- Alles, M. (2008): Dirección Estratégica de RRHH. Gestión por competencias (3ª Ed). Ed. Granica
- Bohlander, G. y Snell, S. (2007): Managing Human Resources (14ª Ed.). Ed. Thomson
- Bonache, J. y Cabrera, A. (2005): Dirección de personas: Evidencias y Perspectivas para el siglo XXI (2ª Ed.) Ed. Prentice Hall.
- Chiavenato, I. (2009): Gestión de talento humano. Mcgraw-Hill / Interamericana de Mexico.
- Díaz-Llairo, A. (2013): El talento está en la red. Ed. LID.
- Goleman, D.; Boyatzis, R. y MCKee, A. (2010): El líder resonante crea más. Ed. DEBOLSILLO.
- Gordon, J. y Fraser, B. (2009): Prohibido quejarse: una historia para dar energía a los equipos de trabajo. Empresa activa.
- Henden, P. (2011): Administración de Recursos Humanos (9ª Ed). MCGraw Hill.
- Huete, L. (2005): Construye tu sueño. Ed.Did.

### Internet groups (linkedin):

- o RRHH People,
- o RRHH Retail
- o Gestión Integral de RRHH

### Press:

- Dominicales Economía/Trabajo de "El País" y "ABC"
- Digital HR

### WEB:

- <http://www.arearh.com>
- <http://www.canalwork.com>
- <http://www.gestiopolis.com>

- <http://www.micarrera.net>
- <http://www.oit.org/public/spanish/index.htm>
- <http://www.puntolaboral.com>
- <http://www.redtelework.com>
- <http://www.shrm.org>
- <http://www.ipma-hr.org>
- <http://www.acaonline.org>
- <http://www.bwaldron.com/ipmaac/index.html>
- <http://www.ihrim.org>
- <http://www.aedipecat.com>
- <http://www.ictnet.es/esp/comunidades/forma/>
- <http://www.dirfo.com>
- <http://www.workforceonline.com>
- <http://www.rrhmagazine.com>
- <http://www.rrh.net>
- <http://www.portaldelconocimiento.net>