JOB AND GUIDELINES FOR PRACTICAL (seminars) classes on subjects

"Planning, selection and certification activities»

General recommendations for seminars

1. Seminar includes performances undergraduates, revealing different approaches in understanding the theme sessions, discussion presentations, summarizing the information received. At each performance is given 10 minutes. The task of acting: to present understanding of the problem one way or another author, highlight features the author's position compared with other authors and the material presented in the lectures, to express their attitude to the presented point of view

During the presentation, students record the basic and very important points in your notebook. After the speech, the speaker undergraduates ask clarifying questions, discuss with him (10 minutes). Thus, for graduate seminars are presented and discussed 4 report.

2. Seminar can be carried out in the form of discussion when the whole group is divided into several sub-groups, each of which gets its job. Each of the sub-groups working independently for 30 minutes, then they act on the basis of all statements formulated a general conclusion. In addition, each subgroup has the right to clarify issues, discuss and criticize the performance of their classmates also prepare reports for seminars.

3. Seminar employment can be spent in the form of protection of reports. The report theme gets out to a seminar and is co-ordinate with the teacher. Магистрант can offer own theme if it coincides with a problem considered at a seminar. The report prepares on several sources. Time which has been taken away for the report to group - 7-10 minutes.

In the course of the report it is possible to use theses, but, not to read at all to the text. The report is estimated on degree of the interest shown by an audience and by quantity of arisen questions and messages. (5 points).

At carrying out of seminar employment on discipline «« Planning, selection and activity certification »to the teacher is recommended to use practical methods of training: the logic knowledge base (LKB), a glossary, psychodiagnostic tasks for carrying out cross-country-cultural of researches, various a case-stadi, etc.

**Seminar 1.** **Evolution of Personnel Management**

(1 hr. 1 week).

**Questions of the seminar:**

1.Kross-cultural characteristics of the concept of human resource management.

2.Iinternationalization work with the staff and the need to explore other cultures.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 1 and a list of recommended literature on the subject.

**Seminar 2. Psychological requirements for HR manager**

(1 hr. 2 weeks).

**Questions of the seminar:**

1. Psychological requirements for HR manager.
2. Ethics of business relations in the HR manager

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 2 and a list of recommended literature on the subject.

**Seminar 3. The theory of human capital as a unique tool for planning and evaluation of personnel work**

(1 Part 3 weeks.)

**Questions of the seminar:**

1.Theory human capital as a unique tool for planning and evaluation of personnel work.

2.Algoritm positional stochastic model.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 3 and list of recommended literature on this topic.

**Seminar 4. Organizational culture as an object of management activities**

(1 part 4 weeks.)

**Questions of the seminar:**

1.Organizational culture as an object of management.

2.The main types of organizational cultures

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 4 and list of recommended literature on this topic.

**Seminar 5. Strategy Seminar personnel management**

(1 part 5 weeks.)

**Questions of the seminar:**

1.Strategies of personnel management.

2.The philosophy of the organization.

3.Strategic management of the organization.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 5 and list of recommended literature on this topic.

**Seminar 6. Open and closed personnel policy**

(1 part 6 weeks.)

**Questions of the seminar:**

1.Open and closed personnel policy.

 2.External and internal factors affecting the personnel policy.

3.The concept of "adequate personnel policy."

**Guidelines for the implementation of tasks**

For assignments 1 use materials lectures on 6 and list of recommended literature on this topic.

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**Seminar 7. Typical structure professiogram**

(1 Part 7 weeks.)

**Questions of the seminar:**

1.Typical structure professiogram.

2.Drafting psychogram.

3.Specification workplace manager.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 7 and list of recommended literature on this topic.

**Seminar 8. The need for and objectives of the planning personnel**

(1 ch.8 weeks.)

**Questions of the seminar:**

1.The need for and objectives of the planning personnel.

2. Principles of planning personnel.

3.Analysis of the composition of the personnel.

4. Methods of planning personnel.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 8 and list of recommended literature on this topic.

**Seminar 9. Technology personnel management**

(1 Part 9 weeks.)

**Questions of the seminar:**

1.Technology personnel management.

2. Technology marketing staff.

3.The subject of marketing staff in the organization.

4.The main stages of technology marketing staff.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 9 and list of recommended literature on this topic.

**Seminar 10. Technology Workshop staff selection**

(1 Part 10 weeks.)

**Questions of the seminar:**

1.Definition of the field of interest of the enterprise.

2.Recruitment and formation of pre-sample set of candidates.

3.Attracting candidates to work in the organization.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 10 and list of recommended literature on this topic.

**Seminar 11. Methods of personnel selection**

(1 Part 11 weeks.)

**Questions of the seminar:**

1.Assessment of candidates for employment.

2.Competitive recruitment for job.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 11 and list of recommended literature on this topic.

**Seminar 12. Evaluation of the seminar work**

(1 Part 12 weeks.)

**Questions of the seminar:**

1. Certification of personnel.

2. Increased productivity and labor rate.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 12 and list of recommended literature on this topic.

**Seminar 13. Methods for assessing personal and business skills in evaluating employees**

(1 Part 13 weeks.)

**Questions of the seminar:**

1. Methods for assessing personal and business skills in evaluating employees.

2.Methods for assessing the working behavior.

3.Methods for assessing the performance of employees.

4.Comparative methods for evaluating staff performance.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 13 and list of recommended literature on this topic.

**Seminar 14. Goals of Technology Assessment Centre**

(1 Part 14 weeks.)

**Questions of the seminar:**

1.Assessment- Center.

2.Assessment and Development Center.

3.Self-Assessment.

4.Strategic Assessment Center.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 14 and list of recommended literature on this topic.

**Seminar 15. Planning and typology of careers**

(1 Part 15 weeks.)

**Questions of the seminar:**

1.Planning and typology of careers.

2. The study of career potential personal.

3.Managing a business career personal.

**Guidelines for the implementation of tasks**

To perform tasks using materials lectures on 15 and list of recommended literature on this topic.

**REFERENCES**

**Summary:**

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2.Armstrong M. (2006). Strategic human resource management. Typeset by Caxon graphics Ltd.

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7.Барбара Арт. Bersin & Associates © 2011. High-Impact Leadership Development for the 21st Century (Part 1): Key Findings, Trends and Analytics.

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9.Дубинская Е.Н.Техники подбора персонала. - СПб.: Речь, 2012.

10.Blancero D., Boroski J., Dyer L. Key competencies for a transformed human resource organization: results of a field study // Human resource management. - 2011. Vol.35. - № 3.

11.Stewart G., Brown K.G. Human Resource Management. Linking strategy to practice. Wiley, 2010.

**Further Reading**

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2.Дубинская Е.Н.Техники подбора персонала. - СПб.: Речь, 2012.

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4.Ковалев С.В. Работа с персоналом. – М.: Альфа-Пресс, 2008.

5.Почебут Л.Г., Чикер В.А.Организационная социальная психология. - СПб.: Речь, 2010.

6.Практикум по психологии менеджмента и профессиональной деятельности/под ред.Г.С.Никифорова, М.А.Дмитриевой и др. - СПб.: Речь, 2013.

7.Becker G.S. (2011) Human capital: Theoretical and Empirical Analysis. - N-Y., 2011.

**Internet resources.**

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<http://www.prenhall.com/desslertour/chapter3.pdf>