**AL-FARABI KAZAKH NATIONAL UNIVERSITY**

**THE FACULTY OF PHILOSOPHY AND POLITOLOGY**

**Department of general and ethnical psychology**

**Educational program of specialty «6М050300 Psychology»**

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| **Confirmed** Dean’ of the faculty Protocol №1from 29.08.2014, the\_\_\_\_\_\_\_\_\_\_\_ Masalimova A.R. | Approved by the University scientific-methodical Council meeting Protocol №\_1\_ from \_29.\_\_08\_\_ 2014Vice-Rector for Academic Affairs \_\_\_\_\_\_\_\_\_\_\_\_ Ahmed Zaki D.Z.H. |

# EDUCATIONAL-METHODICAL COMPLEX OF THE DISCIPLINE

### Planning, selection and certification activities

Speciality Code 6М050300 - Psychology

Education Form: full time

**Almaty 2014**

Educational-methodical complex of the discipline is compiled by doctor of science, Professor Aimaganbetova O.H.

Based on the core curriculum and core curriculum in the specialty 6M050300 –«Psychology».

Considered and recommended at the chair meeting of General and Ethnic Psychology On “28” August 2014, Protocol № 1

Head of the Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E.K.Kalymbetova

Recommended at the methodical Council (bureau of the faculty)

On «28» August 2014, Protocol № 1

Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M. P.Kabakova

**FORWARD BRIEF DESCRIPTION**

 Study of features of planning, selection and certification of personnel activities to identify factors that have the greatest influence on it, is an important task in the work with the staff, as adequately selected methods of stimulation of labor activity provides additional opportunities psychology of management, as well as mechanisms of impact and influence on the efficiency of the staff.

**The purpose of the course:** provide evidence - based training of highly qualified specialists capable of working in the field of personnel management.

**Objectives:**

• systematization of knowledge masters of Personnel Management;

• theoretical and empirical study of planning, selection and appraisal of staff performance;

• promotion of successful knowledge management methods and techniques of planning, selection and certification of personnel in the organization of activities and applied research, as well as in practice.

This course is studied in parallel with the disciplines of «Psychology», «Organization and planning of scientific research», «Problem of mathematic modeling in psychology», «Group Processes and Team Development».

**The main forms of competence of a student during the development of the course "Planning, selection and appraisal activity":**

**Undergraduates need to know:**

• theoretical foundations of human resource management;

• nature of workforce planning, selection and certification of personnel activities;

• modern methods of planning, selection and certification activities rational and their scope.

**Master student must be able to:**

• plan and predict changes in human resource capacity of the organization;

• develop personnel selection procedures and certification of personnel activities;

• conduct analytical work on the human resources;

**Master student must possess:**

* skills in dealing with the strategic objectives of personnel management in general;
* skills in planning, selection and certification of personnel activity.