**SYLLABUS**

**Fall semester 2022-2023 academic years**

**on the educational program "6B04102 Management"**

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| **Discipline’s code** | **Discipline’s title** | **Independent work of students (IWS)** | **Number of credits** | | | | | **Number of credits** | **Independent work of student with teacher (IWST)** |
| **Lectures (L)** | **Practical training (PT)** | | **Laboratory (Lab)** | |
| **UP 4217** | Human Resources management | 120 | 15 | 45 | | - | | 6 | 8 |
| **Academic course information** | | | | | | | | | |
| **Form of education** | **Type of course** | **Types of lectures** | | | **Types of practical training** | | **Form of final control**  **Written exam in class** | | |
| Full-time | offline | basic/practical classical, explanation, exploration, visualization. | | | interactive discussion, brainstorming, expert opinion., case, interactive lesson, consultation, research | |
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| **Aim of course** | **Expected Learning Outcomes (LO)\***  As a result of studying the discipline the undergraduate will be able to: | **Indicators of LO achievement (ID)**  (for each LO at least 2 indicators) |
| The purpose of studying this discipline is study of personnel management processes as a system, knowledge of the requirements for the personnel service, knowledge of the skills of the personnel incentive mechanism, familiarization of future specialists with the personnel planning process | 1. LO 1 - collect and process information to create procedures for planning and implementing the organization's HR strategy at the enterprise level | 1.1 understand the essence, goals and objectives, objects and main directions of personnel management;  1.2 - understand the content of personnel work and the structure of personnel services;  1.3 - understand the information system of personnel management;  1.4 - evaluate the structure of the company's personnel service and its functionality |
| 2. LO 2 - ensure the optimal use of internal human resources for the effective implementation of business processes and objectives of the organization | 2.1 - apply modern methods and techniques in the management of personnel development;  2.2 - use personnel assessment methods;  2.3 - explain modern and classical approaches to human resource planning;  2.4 - organize and provide an efficient workplace |
| 3. LO 3 - apply various techniques in interviewing, compiling questionnaires, questionnaires and conducting interview | 3.1 - understand the methods and structure of the questionnaires and the requirements for their compilation;  3.2. - master the methods of conducting interviews  3.3 - have tools and methods of communicative interaction with staff  3.4 - apply modern methods and approaches to organizing interviews |
| 4 LO 4 - participate in the management of personnel flows by organizing and supporting staff development and career planning, using a variety of incentive practices | 4.1 - apply modern methods of career management  4.2. – explain approaches to recruitment and promotion;  4.3 - apply various practices to encourage staff;  4.4 - explain and evaluate pay systems |
| 5. LO 5 - independently make decisions and evaluate their consequences, expressing professional judgment, analyzing relevant information, using a variety of analytical methods | 5.1 - own methods for assessing and leveling labor risks based on preventive measures;  5.2 - explain the norms of labor legislation and the terms of labor agreements;  5.3 - explain the types, causes and consequences of labor disputes  5.4 - apply advanced technologies in personnel management accumulated in world practice |
| **Prerequisites** | **Management** | |
| **Post requisites** | Major Courses | |
| **Information resources \*\*** | **Literature:\*\***   1. Laszlo Bock. Work Rules!: Insights From Google That Will Transform How You Live and Lead, Pub: Twelve,12th Edition. 2019. 416p  Steve Browne. HR Rising!!: From Ownership to Leadership Pub: Society For Human Resource Management. 2020. 206pErica Keswin. Bring Your Human To Work: 10 Surefire Ways to Design a Workplace That Is Good for People, Great for Business, and Just Might Change the World. Pub: McGraw Hill. 2018.224pGary Dessler. Human Resource Management (2020). 16th EditionSteve Browne. HR on Purpose. Pub: Society For Human Resource Management. (2017)152pSharon Armstrong and Barbara Mitchell [The Essential HR Handbook](https://amzn.to/2T1mcgt) Pub: Weiser. 2019. 256p[Kursat Ozenc](https://www.amazon.com/Kursat-Ozenc/e/B07ND3LGGD/ref=dp_byline_cont_book_1) [Margaret Hagan](https://www.amazon.com/Margaret-Hagan/e/B07QN865L8/ref=dp_byline_cont_book_2). Rituals for Work: 50 Ways to Create Engagement, Shared Purpose, and a Culture that Can Adapt to Change 1st Edition. Pub: Wiley.2019.272p Internet resources:  1. http://elibrary.kaznu.kz/ru 2 https://beta.ivorytraining.net/wp-content/uploads/2020/11/Human-Resource-Management-2c-16th-Edition.pdf 3. <https://ru.coursera.org/>  **4. https://almaty.hh.kz/** | |

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| **Academic policy of the course in the context of university moral and ethical values** | **Academic Behavior Rules:**  All students are required to register for the MOOC. The deadlines for completing the modules of the online course must be strictly observed in accordance with the schedule for studying the discipline. Leave in case of current MOOC or SPOC courses.  **ATTENTION!** Failure to meet deadlines results in loss of points! The deadline for each task is indicated in the calendar (schedule) for the implementation of the content of the training course, as well as in the MOOC. Leave in case of current MOOC or SPOC courses.  **Academic values:**  - Practical trainings/laboratories, IWS should be independent, creative.  - Plagiarism, forgery, cheating at all stages of control are unacceptable.  - Students with disabilities can receive counseling at e-mail ainatas0408@gmail.com. |
| **Evaluation and attestation policy** | **Criteria-based evaluation:**  assessment of learning outcomes in relation to descriptors (verification of the formation of competencies in midterm control and exams).  **Summative evaluation:** assessment of work activity in an audience (at a webinar); assessment of the completed task. |

**CALENDAR (SCHEDULE) THE IMPLEMENTATION OF THE COURSE CONTENT:**

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| week | Topic name | Number of hours | Max.  score |
| **Module 1 Fundamentals of** Human Resources management | | | |
| 1 | **Lec 1.** Theme: Introduction to Human Resources management | **1** | **2** |
| **Sem 1.** Theme Purpose, objectives and role of Human Resources management | 3 | 6 |
| 2 | **Lec 2.** Theme Strategy and policy of human resource management | **1** | **2** |
| **Sem 2.** Theme Principles of Human Resource Management | 3 | 6 |
| **IWS 1** Preparation of an analytical report " The role of the human resource management department on the example of a company " |  | |
| **SIWSI 1.** Consultation on the implementation of the IWS 1 |
| 3 | **Lec 3.** Theme Competency-Based Approach in HRM | **1** | **2** |
| **Sem 3.** Theme Competency Models | 3 | 7 |
| **SIWSI 2.** Consultation on the implementation of the IWS 1 |  | |
| 4 | **Lec4.** Theme Planning in Human Resource Management | **1** | **2** |
| **Sem 4.** Theme Human resource forecasting methods and personnel marketing | 2 | 6 |
| 5 | **Lec 5.** Theme Formation of human resources of the organization | **1** | **2** |
| **Sem 5.** Theme Recruiting, Outsourcing, outstaffing, outplacement and personnel leasing | 3 | 7 |
| **SIWSI 3.** Consultation on the implementation of the IWS 1 |  | |
|  | **Module 2 - Human resource development** |  | |
| 6 | **Lec 6** Theme Workplace analysis | **1** | **2** |
| **Sem 6.** Theme Professiogram and job description | 3 | 7 |
| 7 | **Lec 7.** Theme Changing the status of an employee: organizational socialization and adaptation of personnel | **1** | **2** |
| **Sem 7.** Theme Staff adaptation | 3 | 7 |
| **SIWSI 4.** " The role of the human resource management department on the example of a company ", delivery of work performed (IWS1) |  | 40 |
|  | **LEVEL CONTROL 1** |  | 100 |
| 8 | **Lec 8.** Theme Safe and healthy work environment | **1** | **2** |
| **Sem 8.** Theme Sources of Hazards in the Workplace | 3 | 6 |
| 9 | **Lec 9.** Theme Human resource development | **1** | **2** |
| **Sem 9.** Theme Training as a form of personnel development | 3 | 6 |
| IWS 2Preparation of an analytical report " Analysis of the international labor market (on the example of a country) " |  | |
| **SIWSI 5.** Consultation on the implementation of the IWS 2 |
| 10 | **Lec 10.** Theme Career building | **1** | **2** |
| **Sem 10.** Theme Formation of a reserve for promotion | 3 | 5 |
| **Module 3 - Рersonnel assessment** | | | |
| 11 | **Lec 11.** Theme Personnel assessment and performance management | **1** | **2** |
| **Sem 11.** Theme Methods and criteria for personnel assessment | 3 | 6 |
|  | **SIWSI 6.** Consultation on the implementation of the IWS 2 |  |  |
| 12 | **Lec 12.** Theme Personnel motivation and remuneration management | **1** | **2** |
| **Sem 12.** Theme Labor compensation, performance incentives | 3 | 5 |
| 13 | **Lec 13.** Theme Legal support of human resources management | **1** | **2** |
| **Sem 13.** Theme Labor disputes | 3 | 5 |
|  | **SIWSI 7.** Consultation on the implementation of the IWS 2 |  |  |
| 14 | **Lec 14.** Theme Risks in Human Resource Management | **1** | **2** |
| **Sem 14.** Theme Classification of personnel risks | 3 | 5 |
| 15 | **Lec 15.** Theme International labor market | **1** | **2** |
| **Sem 15.** Theme The impact of globalization on the development of the labor market | 3 | 5 |
| **SIWSI 8.** " Analysis of the international labor market (on the example of a country) " delivery of work performed(IWS2) |  | 40 |
|  | **LEVEL CONTROL 2** |  | 100 |
|  | Exam |  | 100 |

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