

Course Unit	Human Resource Management		Field of study	Management	
Bachelor in	Management		School	School of Technology and Management	
Academic Year	2020/2021	Year of study	2	Level	1-2
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9991-708-2104-00-20				
Workload (hours)	162	Contact hours	T -	TP 40	PL -
			TC -	S -	E -
			OT 20	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Paula Odete Fernandes, Catarina Braganca Fontes da Rocha, Ligia Maria Almendra Xavier Barreira Lousada

### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Understand the role of the human resources manager and their responsibilities in relation to the working environment;
2. Identify the objectives and ways to operationalize the human resource management in organizations;
3. Understand the importance of human resources in an organizational context and identify methods of managing people;
4. Identify and apply techniques on key areas of human resource management.

### Prerequisites

Before the course unit the learner is expected to be able to:

1. Apply generic knowledge in the field of social sciences and humanities from the high school level;
2. Use general concepts acquired in the area of scientific management;
3. Read fluently texts in English or French.

### Course contents

Introduction to the study of human resource management; Analysis and classification of functions; Recruitment and selection of personnel; Reception and integration of employees; Assessment and performance management; Career development and management of skills; Reward systems; Conflict management and negotiation.

### Course contents (extended version)

1. Importance of human resources management: Roles and responsibilities in Human Resources Management
2. Analysis, description and classification of function
3. The recruitment and selection process
  - Criteria and Methods of recruitment
  - Sources of recruitment
  - Methods of selection
  - The recruitment and selection process
4. Reception and integration of workers
  - Process of reception and integration
  - Psychological contract
  - Monitoring and evaluating the integration process
5. Assessment and performance management
  - Arrangements for assessing individual performance
  - Objectives and criteria of performance evaluation
  - Methods of performance evaluation
6. Career development and management skills
  - Methods for identifying and developing skills
  - Objectives of the career development
  - Methodologies to career development
7. Reward systems
  - Objectives and types of reward systems
  - Systems of rewards and motivation factors
8. Conflict management and negotiation
  - Types and categories of disputes
  - Strategies for managing conflict
  - Preparation for negotiation
  - Negotiating strategies and tactics

### Recommended reading

1. Câmara, P., Guerra, P., & Rodrigues, J. (2013). Humanator XXI: Recursos humanos e sucesso empresarial (6.ª Ed.). Alfragide: D. Quixote.
2. Farnham, D. (2015). Human resource management in context: strategies, insights and solutions. Chartered Institute of Personnel and Development. (e-Book). Kogan Page.
3. Neves, J., Simões, E., & Garrido, M. (2015). Manual de Competências. Pessoais, Interpessoais e Instrumentais - Teoria e prática (3.ª Ed.). Lisboa: Edições Sílabo.
4. Pina e Cunha, M., Rego, A., Campos e Cunha, R. Neves, P., & Cabral-Cardoso, C. (2016). Manual de comportamento organizacional e gestão. (8.ª Ed.). Lisboa: RH.
5. Rego, A., Pina e Cunha, M., Gomes, J., Campos & Cunha, R., Cabral-Cardoso, C., & Marques, C. (2015). Manual de Gestão de Pessoas e do Capital Humano (3.ª Ed.). Lisboa: Edições Sílabo.

### Teaching and learning methods

Oral transmission of theoretical content, using expository teaching techniques and questioning, with audiovisual support. Promoting opportunities for discussion, reflection, application of knowledge and clarification of doubts, based on practical group exercises and individual practical exercises.

### Assessment methods

1. Final written Examination 70% + practical work 30% - (Regular, Student Worker) (Final, Supplementary)
2. Final written examination (100%) - (Regular, Student Worker) (Final, Supplementary, Special)

**Language of instruction**

1. Portuguese
2. Portuguese, with additional English support for foreign students.

**Electronic validation**

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19-10-2020	25-10-2020	25-10-2020