

**COURSE DATA****Data Subject**

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|----------------------|---------------------------------|
| Code | 35859 |
| Name | Human resource management tools |
| Cycle | Grade |
| ECTS Credits | 6.0 |
| Academic year | 2020 - 2021 |

Study (s)

| Degree | Center | Acad. year | Period |
|---|----------------------|-------------------|---------------|
| 1313 - Degree in Business Management and Administration | Faculty of Economics | 4 | First term |

Subject-matter

| Degree | Subject-matter | Character |
|---|--|------------------|
| 1313 - Degree in Business Management and Administration | 35 - Human resources strategy and management | Optional |

Coordination

| Name | Department |
|--------------------------------|--|
| JULIAN RUBIO, FRANCISCO JAVIER | 105 - Business Administration 'Juan José Renau Piqueras' |

SUMMARY

The subject is taught in the fourth year as part of the Mention of Human Resources Management.

To take this subject in the framework of the Mention of Human Resources Management, you must have completed the compulsory course of Strategic Human Resources Management that is taught in the third year. This subject can be taken optionally, in which case it will not require any subject previously studied. In this subject you will know different tools and their application for good management of human resources in organizations.

These tools should help the implementation of the corporate strategy from the human resources strategy itself. It is therefore necessary to start the program with an outline of the strategic role of human resources and therefore of the need for their strategic direction. The rest of contents will aim to develop managerial skills related to human resources management.



For this, different techniques related to the design of jobs and technological change will be known; job evaluation and performance evaluation; Capture and training tools; Design of compensation policies, in short, techniques that help in the search for efficiency and organizational efficiency will be worked on.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

The subject is taught in the fourth year as part of the Mention of Human Resources Management.

To take this subject in the framework of the Mention of Human Resources Management, you must have completed the compulsory course of Strategic Human Resources Management that is taught in the third year.

This subject can be taken optionally, in which case it will not require any subject previously studied.

In this subject will know different tools and their application for good management of human resource

OUTCOMES

1313 - Degree in Business Management and Administration

- Have organisation and planning skills.
- Be able to solve problems.
- Be able to make decisions.
- Be able to negotiate and reconcile interests effectively.
- Be able to apply economic principles for the diagnosis and resolution of social problems such as immigration, discrimination and others that affect society and the market.
- Be able to work in a team.
- Have interpersonal skills.
- Show commitment to ethics and social responsibility.
- Be able to adapt to new situations.
- Show leadership and skills for mobilising the capacities of others.
- Have initiative and entrepreneurial spirit.



- Be able to contribute positively to raising awareness of environmental and social issues and to overcoming all forms of discrimination, as essential factors for economic development and poverty alleviation.
- Acquire interdisciplinary knowledge of the company and its social, economic, institutional and legal environment, and of the basic elements of the management process, such as organisation and administration, accounting, taxation, operations, human resources, marketing, financing and investment.
- Know the general characteristics and fundamentals of business management and organisation, and be able to use the instruments and tools available to analyse and design business policies and strategies, taking account of the international business environment and knowing how to assess the effects of these strategies on business activity and outcomes and on the socio-economic environment in the short and long term.
- Know the basic techniques, methods and instruments linked to behaviour analysis.
- Be able to relate the different elements that interact in the decisions of individuals.
- Be able to apply labour standards to solve specific problems.
- Be able to design human resources strategies according to the needs of the company and the surrounding conditions, and to implement them effectively.
- Know the functions, techniques, models and tools of human resources management and know how to apply them properly.

LEARNING OUTCOMES

Understand the strategic role of people in the formulation and implementation of strategies

Propose strategies or action plans in terms of human resources and know the requirements to implement them effectively

Work in a team effectively with other colleagues

Present and communicate in an effective way the results of works or analyzes carried out, both orally and in writing

Design jobs according to the needs of the organization and the different contingency factors

Value jobs by applying formal methods and criteria and considering policies of external and internal equity

Apply performance evaluation techniques and design reward policies

Know the different methods of mobilizing the human factor and know how to use them in different contexts.



Master the methods and criteria of selection and recruitment of personnel

Raise systems of professional development and career management

WORKLOAD

| ACTIVITY | Hours | % To be attended |
|---------------------|--------------|------------------|
| Theory classes | 30,00 | 100 |
| Classroom practices | 30,00 | 100 |
| TOTAL | 60,00 | |

TEACHING METHODOLOGY

He work in the classroom must be very participatory, based on the use of useful tools for good practices in Human Resources and consistent with the Organization's strategy.

EVALUATION

The continuous evaluation of the student, based on the participation and involvement of the same in the teaching-learning process through the evaluation of the practical activities developed by the student during the course, of the elaboration of works / memories and / or oral presentations, with defense of the positions developed by the student.

20.0 40.0

Written / oral exams on the subject taught.

REFERENCES

Basic

- Albizu y Landeta (2001): Dirección estratégica de los recursos humanos: teoría y práctica. Pirámide.
- Bonache y Cabrera (dir.) (2002): Dirección estratégica de las personas. Prentice Hall.
- Dessler (2001): Administración de Personal.
- Fernández-Guerrero (coord.) (1998): Organización y Métodos de Trabajo: Dirección de la Producción y de los Recursos Humanos. CIVITAS.
- Gómez-Mejía y otros (2001): Dirección y Gestión de Recursos Humanos
- Herrera, Justo (coord.) (2004): Conceptos básicos y casos para discusión de dirección y gestión de recursos humanos. Promolibro, Valencia.
- Valle Cabrera (Coord.) (2003): La gestión estratégica de los recursos humanos. Addison-Wesley.



Additional

- Belbin R. M. (1995): Roles de equipo en el trabajo. Belbin Associates, D.L. Imp. Universal, Bilbao.
- Bohlander y otros (2003): Administración de Recursos Humanos.
- Brunet, I. y Belzunegui, A. (2004): La gestión de equipos de trabajo en la estrategia de la empresa. Estudios Financieros, trabajo y seguridad social, vol. 9, nº 251, 189-251.
- Fisher, R., Ury W. y Patton, B. (1996): Obtenga el sí. El arte de negociar sin ceder, Ed. Gestión 2000.
- Goleman, D. (1999) La Práctica de la Inteligencia Emocional. Kairós. Barcelona.
- Hayes, N. (2002): Dirección de equipos de trabajo. Una estrategia para el éxito. Thompson, Madrid. Citado en Brunet y Belzunegui (2004).
- Leal y Otros (1999): El factor humano en las relaciones laborales. Pirámide.
- Luecke, R. (2004): ¿Cómo crear equipos efectivos? Ediciones Deusto, colección Harvard Business Essentials, Barcelona.
- Munduate, L. y Medina, F.J. (Cords) (2005): Gestión del Conflicto, Negociación y Mediación. Madrid: Pirámide. Capítulo 6: Planificación de la negociación.
- Rodrigo, Luis (2006): Habilidades directivas y técnicas de liderazgo. Editorial Ideaspropias, Vigo
- Sastre y Aguilar (2003): Dirección de recursos humanos: un enfoque estratégico. McGraw-Hill.
- West, M. A. (2003): El trabajo eficaz en equipo. Paidós Plural. Barcelona.
- <http://orientacion-laboral.infojobs.net/gestionar-estres-miedo-fracaso-competencias-clave-ejecutivos>

ADDENDUM COVID-19

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

This addendum aims to modify some of the sections of the Teaching Guide for the 20-21 academic year and as a consequence of the new normality and potential exceptionality derived from the health crisis. In case the addendum does not mention a modification, the course will be governed by the provisions of the Teaching Guide.

1. 1. Contents:

The same contents planned in the Teaching Guide are maintained.

1.2. Work volume:

The same volume of work is maintained, with group and individual activities.

1.3. Teaching methodology:

Face-to-face classes will be scheduled for the practical sessions and online for the theoretical sessions, depending on the schedule established by the Faculty of Economics.

In case of modification of the sanitary conditions and complying with the guidelines of the Facultat d'Economia, teaching can go entirely to online, synchronous or asynchronous mode.

In the case of online teaching, the virtual platforms recommended by the UV will be used: virtual classroom and blackboard collaborate.

The teaching methodology will be participatory and collaborative learning with the completion of cases and projects. Most of the activities require the creation of student work groups and their development requires interaction between them, the search for joint solutions and cooperative learning. Therefore, all these activities will be considered non-recoverable.

1.4. Evaluation system:

Theoretical part (60%)



Final exam / Test / Short development questions / Practical case / Theoretical-practical content / Competency assessment / Official date and time established by UV / Up to 5.75 points final grade / Individual questionnaires / On-line (not recoverable) / Test / Theoretical contents / Competency assessment / Available in Virtual Classroom (dates and times to be established) / Up to 0.25 points final grade / Practical part (40%) / In it, the following will be evaluated: Completion and delivery of the practices proposed by the teacher (dates and times to be established) / Assistance / Participation / In the event that, due to the current crisis (confinement, risk group, ...) it is not possible to attend, once the medical situation has been justified, the teacher will propose an alternative for carrying out the practices with the aim that the student does not lose 40% of the grade for this reason, taking into account that there will be neither attendance nor participation.

The final mark will be made up of the sum of the 2 marks as long as at least 2.75 of the 5.75 points in the exam are obtained in the exam.

1.5. References:

The recommended bibliography is maintained because it is electronically accessible by students, either through the UV library or with personal codes provided by the Editorial.

The teaching staff will complement the necessary materials with articles or public access document through the Virtual classroom.

1.6. Changes in the current situation:

In the event of a change in the current situation, what is described in this addendum may be reconsidered, in accordance with the guidelines issued at the time by the University of Valencia.