

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

<b>Code</b>	42741
<b>Name</b>	Training and career development
<b>Cycle</b>	Master's degree
<b>ECTS Credits</b>	3.0
<b>Academic year</b>	2017 - 2018

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
2126 - M.D. in Human Resources Management	Faculty of Social Sciences	1	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
2126 - M.D. in Human Resources Management	3 - Functions of human resources management	Obligatory

**Coordination**

<b>Name</b>	<b>Department</b>
RAMOS LOPEZ, JOSE	306 - Social Psychology
REVUELTO TABOADA, LORENZO	105 - Business Administration 'Juan José Renau Piqueras'

**SUMMARY**

This matter aims to qualify students to plan, design, elaborate, implement and assess job training actions and programs, as well as instruments and strategies to manage and develop professional careers in labor organizations.

**PREVIOUS KNOWLEDGE**



### **Relationship to other subjects of the same degree**

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

### **Other requirements**

No additional requirements needed

## **OUTCOMES**

### **2126 - M.D. in Human Resources Management**

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should be able to initiate, lead, promote and facilitate interactions, as well as to manage groups of people.
- Students should be able to prepare reports and make oral presentations related to human resources management.
- Students should have assertive communication and negotiation skills. This means being able to carry out negotiations related to the direction and management of human resources, and being able to carry out a mediation activity that facilitates an adequate management of human resources.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should know the fundamental characteristics of the labour market in Spain, its trends and structural changes.
- Students should be able to plan, implement, develop and evaluate human resources management in accordance with scientific models and procedures and in compliance with the ethical criteria of the profession.
- Students should be able to design staff establishment plans.
- Students should be able to design and evaluate training plans and potential assessment processes.
- Students should be able to design organisational charts and functions manuals, and to make proposals for organisational improvement.
- Students should be able to design and manage induction programmes for new staff and to design and implement equal opportunities programmes, promoting quality of life and professional development at work.



## LEARNING OUTCOMES

- To analyze training needs from workers and companies, taking into consideration personal and organizational variables affecting job training.
- To design training actions and training programs in labor organizations.
- To plan the implementation of training actions, including all relevant issues.
- To assess training actions and programs, focusing on learning, job transfer, impact and profitability of job training.
- To elaborate actions and strategies aiming the socialization of organizational members.
- To design career plans and strategies to achieve the professional development of workers, attending personal and organizational needs.

## DESCRIPTION OF CONTENTS

### 1. Job Training

- Planning and design of job training actions and programs.
- Implementation of job training actions and programs.
- Assessment of job training.
- Training on personnel management in virtual environments.
- Continuous professional development

### 2. Work socializations and career management and development

- Work Socialization. Reception plan.
- Introduction to potential appraisal.
- Career patterns and counseling.
- Tutoring, coaching and mentoring.
- Vertical and horizontal careers.
- Expatriates, reverse expats and international careers.
- Development of professional competencies.
- Exit from organizations and disengagement options.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	18,00	100
Tutorials	6,00	100
Classroom practices	6,00	100
Development of group work	15,00	0
Readings supplementary material	5,00	0
Preparation of practical classes and problem	10,00	0
Resolution of case studies	15,00	0
<b>TOTAL</b>	<b>75,00</b>	

**TEACHING METHODOLOGY**

- Oral presentations, professor's speeches with active participation from students.
- Seminars and activities supervised by professors (case studies, practices, exercises, debates, groups dynamics, role-playing, external activities, use of computer software, etc.)

**EVALUATION**

To pass this matters, students should:

- Assist and participate at lessons scheduled.
- Deliver the case studies and assignments required by professors, achieving the specifications of each one.

Final marks will be the mean value of the assignments required (80%) and active involvement (20%).

In second call it will not be possible to improve the mark of active participation.

**REFERENCES****Basic**

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### Additional

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- Whetten, D. A.; Cameron, K. S. (2005). Desarrollo de habilidades directivas. 6ª ed. México: Pearson Education.