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| **Subject name:** HR management and leadership techniques  | **subject code:** GMXHR1EBNF | **weekly/semester hours:** full time: 1Lc+2Pr+0lab    |
| **Credits:** 4 **Requirement:** midterm mark   | **Pre-requirement:** Basics of management   |
| **Subject owner:** Dr. habil. Ágnes Szeghegyi    | **Position:** associate professor  | **Faculty and Department name:** Keleti Károly Faculty of Business and Management Department of Management and Quantitative Methods  |
| ***Way of Assessments:***   |
| **Course description:**  |
| The role of human resources in companies and in the economy has increased as a result of IT, technological and social developments. The economic structure has undergone a major transformation. Today's society is a post-industrial society, its economy is a knowledge-based economy, the transforming resource is information, computers and data transmission equipment, the strategic resource is knowledge, and the characteristic technology is intellectual technology. The success of an organisation depends on the effective use and development of its intellectual capital. The subject analyses the functional elements and issues of human resource management in the context of the macro- and microeconomic environment, explores their interrelationships and examines their relationship and interaction with other corporate functional units.  |
| **Detailed description of the subject, schedule**  |
| **Education weeks**  | **Topics for lectures and practices**  |
| 1.  | Introduction  |
| 2.  | The concept of management, its tasks, management functions  |
| 3.  | Post-industrial society, knowledge economy  |
| 4.  | Human resource management model, characteristics of human resources  |
| 5.  | Human resource planning, human resource strategies  |
| 6.  | Job description, job analysis, job design, job evaluation  |
| 7.  | Subjectivity of knowledge, decisions, judgements  |
| 8.  | Labour supply: recruitment and selection  |
| 9.  | Incentive management, incentive schemes  |
| 10.  | Performance appraisal, performance management  |
| 11.  | Career management: training and development, career planning, career paths  |
| 12.  | Conflicts, conflict management  |
| 13.  | Workplace conflicts  |
| 14.  | The role of human resources management in managing workplace conflict  |
| **Mid-term requirements** |
| The course is taught in blended format. Successful completion of self-assessment tests for each of the topics in the theoretical course material in Moodle. The results of 51% of the tests are considered successful. The tests contain true-false, multiple-choice and fill-in-the-blank questions. The test can be taken more than once. In addition, at the beginning of each exercise, a five-question essay test to check the mastery of the 'previous' topic, as scheduled in the syllabus. As a homework, presentations related to the current topic are possible by prior arrangement. The presentation will also be assessed. Presentations must be uploaded to the relevant interface of the Moodle system! |
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| Midterm papers, exams, submissions: |
| 1.  | A short essay consisting of a few questions per topic.  |
| 2.   | Presentation on any topic by prior arrangement.  |
| 3.  |   |
| 4.  |   |
| The signature requirement, the method used to form an exam mark: |
| The mid-term mark is determined on the basis of the aggregate results of the practical assignments written by the last week of the semester. In the case of assignments and presentations, the mid-term mark is determined as the unweighted arithmetic average of the results of the assignments and the presentation. Unsatisfactory performance and absences in excess of those specified in the Regulations will result in suspension. In the case of an unsatisfactory mid-term performance, a make-up mid-term paper may be written in the last week of the course, or, if the mid-term paper is unsuccessful, a mid-term final paper may be written in the last week of the course. The make-up papers will cover only the theoretical aspects of the course.  |
| **Professional competences to be acquired**  |
| a) your knowledge - Knowledge of the rules and ethical standards of cooperation in projects, teams and work organisations, project management. - You are familiar with the principles and methods of creating organisations and institutions, their structures and organisational behaviour and how to change them. b) skills - Applying the theories and methods learnt, he/she is able to identify facts and basic relationships, to organise and analyse, to draw independent conclusions, to make critical observations, to prepare proposals for decisions, to take decisions in routine and partly unfamiliar contexts, both national and international. - Ability to cooperate with other disciplines. - Ability to manage a small or medium-sized enterprise or a department in an economic organisation, after having acquired practical knowledge and experience. c) Attitude - receptive to new information, new professional skills and methodologies, open to new tasks and responsibilities requiring autonomy and cooperation Seeks to develop his/her knowledge and working relationships, working in cooperation with colleagues.  Accept and recognise the importance of career planning. d) Autonomy and responsibility - He/she independently leads, organises and manages a department, a work group or a company or small enterprise within an economic organisation, taking responsibility for the organisation and for his/her staff. - Assumes responsibility for compliance with professional, legal and ethical standards and rules relating to work and conduct.  |
| **Literature**  |
| 1. G. T. Milkovich, F. W. Glueck: Personnel/Human Resource Management. A Diagnostic Approach. Business Publications Inc., Texas, 1995
2. Szeghegyi, Á., Szoboszlai, V., Velencei, J.:Informal Post-Experiential Learning ACTA POLYTECHNICA HUNGARICA 11:(4) pp. 241-252. (2014)
3. Szeghegyi, Á., Velencei, J.:Knowledge Platforms in Knowledge Ecology - Web of β-Learners In: Filipovic D, Urnaut A G (szerk.) Economic and Social Development: Book of Proceedings of the 2nd International Scientific Conference: Challenges of the Modern World - Contemporary Economy and Globalization. Konferencia helye, ideje: Paris, Franciaország, 2013.04.**05** Paris: Varazdin Development and Entrepreneurship Agency, 2013**.** p.&.(ISBN:[978-961-6825-73-3](http://www.isbnsearch.org/isbn/9789616825733)

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