

Subject card

Subject name and code	Methods and Tools of HRM, PG_00156098						
Field of study	Management						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Optional subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		7.0		
Learning profile	academic		Assessment form		exam		
Conducting unit	Zakład Zarządzania Zasobami Ludzkimi -> Department of Organisation and Management -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Tomasz Kawka				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	30.0	15.0	0.0	0.0	75
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	75		14.0		86.0	175
Subject objectives	Developing knowledge and skills necessary for effective use of human resource management methods and tools in the context of strategic management. Recognizing the conditions and functions of selected methods of the tool approach to the implementation of HR strategy. Learning the tools and methodology in the field of selection, development, motivation and evaluation of work.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZL3_W12] The student knows and understands the functions of management and the role of managers in their implementation.	Knows and understands the functionality of appropriate HR methodologies and tools in the field of job analysis, motivation, selection and remuneration	[SW1] oral statement/ conversation/discussion
	[ZARZL3_K06] The student is ready to work in, co-create or manage a group. The student is able to think and act in an entrepreneurial manner.	Is able to work as a team to prepare appropriate proposals for methods and techniques in the selection, development and design of remuneration	[SK5] implementation of a problem task
	[ZARZL3_K07] The student is aware of the need to adapt his behavior and conduct to their role in the team.	Is aware of adapting his/her behavior to teamwork during classes by taking on the role of management staff	[SK1] oral statement/conversation/ discussion
	[ZARZL3_U03] The student is able to take into account their ethical, social and ecological consequences in the decision-making process.	Is able to take into account the appropriate HR methods and tools in the personnel decision-making process	[SU2] presentation/project/paper/ report
	[ZARZL3_U04] The student is able to use the acquired knowledge of management science and quality in professional practice.	Is able to appropriately design selected forms and methods of selecting HR tools for the purposes of human resources management	[SU2] presentation/project/paper/ report
	[ZARZL3_W14] The student has a structured detailed knowledge of the selected specialty in the field of management.	Has structured, detailed knowledge of the contemporary conditions for implementing HR methods in an organization	[SW4] test/exam - oral or written
Subject contents	1. The essence of employee development, employee development planning, 2. Identification of employee training needs, 3. Creation of an employee training program and plan, implementation of employee training, evaluation of the course and results of employee training, 4. Career management in the individual dimension, career management in the organizational dimension, 5. The essence of employee remuneration, forms of pay, components of employment benefits, 6. Tariff-based remuneration system, legal acts used to standardize employee remuneration, 7. Introduction to designing an employee remuneration system, 8. Selection of forms of pay, selection of components of pay and non-wage benefits, 9. Designing a basic pay system, 10. Creation of an employee bonus system, 11. Work valuation 12. Building a pay table 13. Employment planning and work analysis 14. Analysis of CVs and employment applications 15. Job interviews and psychological selection tools 16. Methods and forms of introduction to work		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	the presentation	100.0%	25.0%
	the test	51.0%	75.0%
Recommended reading	Basic literature	1. Pocztowski A., <i>Zarządzanie zasobami ludzkimi. Koncepcje, metody, wyzwania</i>, PWE, Warszawa 2018. 2. Juchnowicz M. (red.), <i>Zarządzanie kapitałem ludzkim</i>, , PWE, Warszawa 2014. 3. Listwan T. (red.), <i>Zarządzanie kadrami</i>, C.H Beck, Warszawa 2011 4. M. Sidor-Rządkowska, <i>Kompetencyjne systemy ocen pracowników</i> , Wolters Kluwer, Kraków 2006. 5. M. Dale, <i>Skuteczna rekrutacja i selekcja pracowników</i>, Wolters Kluwert, 2012 6. M. Armstrong, S.Taylor, <i>Armstrong's Handbook of Human Resource Management Practice</i>, Kogan Page, 2023	
	Supplementary literature	1. Król H., Ludwiczyski A. (red.), <i>Zarządzanie zasobami ludzkimi</i>, PWN, Warszawa 2011. 2. Dale M., <i>Skuteczna rekrutacja i selekcja pracowników</i>, Oficyna Wolters Kluwer, Warszawa 2006. 3. Czubasiewicz H., <i>Okresowe ocenianie pracowników. Konfiguracja i projektowanie systemu</i>, Wyd. UG, Gdańsk 2005 4. Oleksyn T., <i>Zarządzanie kompetencjami. Teoria i praktyka</i>, Wolters Kluwer, Warszawa 2017 5. R. A. Swanson, <i>Zarządzanie rozwojem zasobami ludzkimi</i>, PWN, 2023	
	eResources addresses		
	Example issues/ example questions/ tasks being completed	• What are the tools for planning employee development? • What are the motivational forms of pay? • Models and tools for job evaluation • How to analyze a candidate's CV and employment applications • Methods and forms of introduction to work	

Work placement	Not applicable
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