

HUMAN RESOURCES MANAGEMENT

Degree in Touristic Activities Management

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Degree in Banking and Insurance Management

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Code: 15830

Main Scientific Area: Business management

Lecturer: Paula Maria Cortez Loureiro

Language of Instruction: Portuguese

Regime: S2

Contact Hours: 60h Total Workload: 108h

ECTS: 6,0

Objectives

To acquaint the student with the different perspectives of managing people, which are framed in their respective historical, social and economic contexts;

To provide the student with the basic and necessary concepts to the knowledge of the process and practice of the Human Resources Management;

To explore the methodologies of practical action in the organizations within the field of Human Resources Management;

To use theoretical concepts in the resolution of problems that will be presented either with practical cases or with the contact with the business reality;

To develop technical skills and spread instruments used in the main areas of intervention of the Human Management.

Learning Outcomes

Know how to demonstrate the importance of Human Resources in the current context of the organizations and modern management;

Analyze the evolution of all the perspectives on the management of people and identify the main approaches;

Master the essential concepts to the knowledge of the processes and practices of HRM;

Compare and integrate the tools, approaches and processes used in the operational management of human resources, and discuss its advantages and limitations;

Develop the capacity of a critical thought in what concerns the different perspectives and practices of HRM.

Course Contents

Perspectives on the management of persons in organizations. Nature and historical evolution of Human resource

management (HRM). Personnel management Vs HRM. The emergence of the HRM: limitations and implications of the model. The management of Human resource (HR) and the organization competitive strategy. Conceptions. Competitive strategies. Articulation of the overall strategy with the strategy for HR. Strategic HRM. Operational HRM. Planning RH and analysis of the labor market. Analysis and description of functions. Concept, purposes and methods. Recruitment. Concept and procedures. Selection. Concept and procedures. The process of organizational integration and socialization. Performance appraisal. Concept and object. Problems and Responsibilities. Training. Concept of training and development in RH. Process. The development of managers. Compensation and careers. Management of remunerations. Incentives systems and social benefits. Career management. Outplacement. Challenges of HRM in the 4.^a Industrial Revolution.

Recommended Bibliography

Câmara, Pedro B., Guerra, Paulo B. Rodrigues, Joaquim V. (2014). Humanator: recursos humanos e sucesso empresarial. Coleção Gestão e Inovação. Lisboa: Publicações Dom Quixote.~

Câmara P. B. (2017). Dicionário de competências. Lisboa: Editora RH.

Carvalho, L. C., Bernardo, M. R., Sousa, I. D. Negas, M. C. (2014). Gestão das Organizações. Lisboa: Edições Sílabo.

Cunha, M. P. e, Rego, A., Cunha, R. C. Cabral-Cardoso, C.(2015).Manual de comportamento organizacional e gestão. Lisboa: Editora RH.

Cunha, M. P. e, Rego, A. Cabral-Cardoso, C.(2007). Tempos Modernos: uma história das organizações e da gestão. Lisboa: Edições Sílabo.

Ferreira, A.I., Martinez, L. F., Nunes, F.G. Duarte, H.(2015). Gestão de Recursos Humanos para Gestores. Lisboa: Editora RH.

Gomes, J. F., Cunha, M. P., Rego, A., Cunha, R. C. Cabral-Cardoso, C.(2008).Manual de Gestão das Pessoas e do Capital Humano. Lisboa: Edições Sílabo.

Robbins, S. H.(2008). O Segredo na Gestão das Pessoas: Cuidado com a Soluções Milagrosas. Lisboa: Centro Atlântico.Robbins, S.P. Coulter, M. (2015).Management.London:Prentice-Hall.

Learning and Teaching Methods

Two of the main objectives of UC are understands and clarify the main perspectives, concepts, processes, practices and techniques of HRM. Accordingly, throughout the programme will address the prospects that mark the past and the present of HRM, will be explained the strategic role of HRM and, at a later stage, will be identified and assigned the main activities of HRM, in particular, the analysis of the labour market, the recruitment and selection, analysis and description of functions, training and development, performance evaluation and career management. The use of examples, real situations or case studies throughout the different sessions will help the student to consolidate their knowledge and develop their critical capacity regarding various topics. With a more practical approach of the contents shall be sought comply with the latter two objectives of UC: the application of knowledge to concrete situations and develop technical skills, conceptualization and argumentation.

Assessment Methods

Incontinuous assessment, students will be evaluated according to the following components:

- activities and proposed work-40%

- individual test, with face-to-face nature-60%

For the student to obtain approval to UC in this mode, should obtain at least eight face-to-face test values and a weighted average 9.5 final values.

The evaluation mode for final exams is intended for the students who lacked the continuous assessment, which have not obtained approval on same or to note improvements. The date of the exam is fixed in calendar itself.