

Teaching guide

IDENTIFICATION DETAILS

Degree:	Law		
Field of Knowledge:	Social and Legal Sciences		
Faculty/School:	Law, Business and Government		
Course:	HUMAN RESOURCE MANAGEMENT		
Type:	Optional	ECTS credits:	3
Year:	4	Code:	7261
Teaching period:	Seventh semester		
Subject:	Company		
Module:	Personal and Professional Development		
Teaching type:	Classroom-based		
Language:	Spanish		
Total number of student study hours:	75		

SUBJECT DESCRIPTION

The course aims to provide students with the knowledge necessary to manage a Human Resources Department and all the areas that depend on it in organizations. In a context in which the role of the Director of Human Resources plays an increasingly strategic role, the course covers each area with theoretical content, best practices and theories that allow him to assume that new role, which is increasingly influential in organizations.

GOAL

The grade's own

PRIOR KNOWLEDGE

The grade's own

COURSE SYLLABUS

1-HR Introduction

- “People” as key factor
- Role and contribution of HR- HR department structure

2-Recruitment:

- Identify a vacancy and evaluate need
- Create a job description
- Develop a recruitment plan
- The CV, cover letter and summary of best skills
- Conduct an interview- Evaluate a candidate
- Finish the process- On boarding

3-Training Process:

- Training strategy
- Training plan
- E- Learning
- Gamification
- Work place training
- Training evaluation

4-Compensation Strategy and Collective Negotiation

- Review the business environment (Competitors)
- Business goals & key roles
- Base salary, individual bonus & company/department bonus
- Flexible benefits plan
- Unions and employee representation
- Collective Negotiation
- Build “Competitive Advantages”

5-People Development

- Talent branding
- Career plan (EVP & EP)
- Performance management
- Coaching & Mentoring
- Job environment
- Talent engagement (retention)

6-Workforce Strategy

- Workforce planning: Critical roles & skills

- Demographic diversity & generational mix
- Succession planning
- Workforce reduction & Dismissal process

7-HR's Role within Business Strategy

- Understand your business and external environment
- Internal customer orientation
- Communication strategy
- HR Analytics: Metrics & Information Systems
- SCR & company image- Business mentality

EDUCATION ACTIVITIES

PARTICIPATORY MASTERCLASS: Unlike the classic lecture, in which the weight of teaching lies with the teacher, in participatory lecture we want the student to go from passive to active, promoting their participation. This requires that teachers have a good structure of content, have clarity and be able to keep the attention and interest of their students.

SELF-EMPLOYMENT: In this approach the student takes the initiative with or without the help of others (teachers, peers, tutors, mentors). The student should diagnose their learning needs, formulate learning goals, identify the resources you need to learn, choose and implement appropriate learning strategies and evaluate the results of their learning. The teacher becomes the guide, the facilitator and a source of information that assists in selfemployment. This methodology will be of particular interest to the development of skills related to research.

SMALL GROUP WORK COOPERATIVE: The number of students in our university allows us to schedule group work in small groups. Slavin defines cooperative work as 'instructional strategies for students are divided into small groups and are evaluated as group productivity', creating both individual responsibility and positive interdependence based on professional teamwork.

LEARNING PROBLEM SOLVING: The teacher is a problem that has not been given prior specific training, working individually or in groups in the classroom or through a virtual mode, and then will be worked individually by the student.

TUTORIAL SYSTEM ACTION: Includes interviews, group discussions, self-reports and monitoring report tutorials.

RESEARCH: Finding information from various sources and documents, analysis and synthesis of data and development.

The methodology will be based on participatory classes where we will discuss how to improve people management with exercises and presentations that help us to develop our own skills. Be ready to work in many areas, some connected with the traditional concepts of HR, but others focused on reinforcing your personal skills and management abilities like:

- Your-self knowledge- Your self confidence
- Communication abilities
- Teamwork skills
- The power of 'Positive Influence'
- Management by Example (instead of rules and hierarchy) - How to be a "True Leader"

In order to reinforce our classes with real examples we will introduce you to some professionals with a broad range of experiences in various business environments. They will share with us their knowledge, expectations and ideas not only about HR but their vision of a modern company.

The training activities, as well as the distribution of working times, can be modified and adapted according to the different situations established following the indications of the health authorities.

DISTRIBUTION OF WORK TIME

TEACHER-LED TRAINING ACTIVITIES	INDIVIDUAL WORK
30 Horas	45 Horas

SKILLS

Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying

knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study.

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

To apply theoretical knowledge in the solving of problems.

General Skills

To apply theoretical knowledge in the solving of problems.

Specific skills

Develop criteria for problem solving and decision-making.

LEARNING RESULTS

The student solves the case studies and specific problems effectively and efficiently

LEARNING APPRAISAL SYSTEM

The assessment of student learning must objectively establish the results of the student learning process in relation to the subject. The criteria used in the assessment must relate to various media and apply to the process of student learning and adequately cover the various facets of the learning process: both must use distinct methodologies in the field and in the classroom.

1- Students of first enrollment

-Exams: 60%

-Group Work: 10%

-Individual Work: 10%

- Daily Activities and Exercises: 10%
- Assistance and Participation: 10%

To succeed and pass the subject the student will need to get more than a 5 for both; theory and practice. The student will never be allowed to pass the subject just by being successful in one exam.

2- Academic exemption or dispensation

The students that for a justified reason (health problems or any other important matter) and always with the agreement and the approval of the academic director cannot attend the scheduled lessons will be marked just with the written theoretical exam and an individual work. In this case the written exam will count 70% and the individual work another 30%.

3- Students of second or subsequent enrollments The students of second or subsequent enrollments will have the two options mentioned before, it is mandatory to communicate the teacher at the beginning of the semester The student will not be able to pass the subject with just one assessment.

4- Extraordinary examinations. In this case the assessment criteria will be marked just with the written theoretical exam and an individual work. In this case the written exam will count 70% and the individual work another 30%.

ETHICAL AND RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

1.- The use of any Artificial Intelligence (AI) system or service shall be determined by the lecturer, and may only be used in the manner and under the conditions indicated by them. In all cases, its use must comply with the following principles:

- a) The use of AI systems or services must be accompanied by critical reflection on the part of the student regarding their impact and/or limitations in the development of the assigned task or project.
- b) The selection of AI systems or services must be justified, explaining their advantages over other tools or methods of obtaining information. The chosen model and the version of AI used must be described in as much detail as possible.
- c) The student must appropriately cite the use of AI systems or services, specifying the parts of the work where they were used and describing the creative process followed. The use of citation formats and usage examples may be consulted on the Library website(https://www.ufv.es/gestion-de-la-informacion_biblioteca/).
- d) The results obtained through AI systems or services must always be verified. As the author, the student is responsible for their work and for the legitimacy of the sources used.

2.- In all cases, the use of AI systems or services must always respect the principles of responsible and ethical use upheld by the university, as outlined in the [Guide for the Responsible Use of Artificial Intelligence in Studies at UFV](#). Additionally, the lecturer may request other types of individual commitments from the student when deemed

necessary.

3.- Without prejudice to the above, in cases of doubt regarding the ethical and responsible use of any AI system or service, the lecturer may require an oral presentation of any assignment or partial submission. This oral evaluation shall take precedence over any other form of assessment outlined in the Teaching Guide. In this oral defense, the student must demonstrate knowledge of the subject, justify their decisions, and explain the development of their work.

BIBLIOGRAPHY AND OTHER RESOURCES

Basic

coordinator Antonio Leal Millán; Ana Alfaro de Prado Sagrera... [et al]. The human factor in labor relations: management and management manual/Madrid:Pirámide, D.L. 1999.