Universitat de Lleida

DEGREE CURRICULUM
HUMAN RESOURCE MANGEMENT

Academic year 2013-14

HUMAN RESOURCES MANAGEMENT 2013-14

Subject's general information

Subject name	HUMAN RESOURCE MANGEMENT
Code	102639
Semester	1r Q Avaluació Continuada
Typology	Optativa
ECTS credits	6
Theoretical credits	0
Practical credits	0
Department	Administració d'Empreses i Gestió Econòmica dels Recursos Naturals
Important information on data processing	Consult this link for more information.
Language	Català
Office and hour of attention	Lunes de 18 a 19h. despacho 0.19 FDE

Xavier Roca Torruella

Learning objectives

Els objectius a assolir en el desenvolupament de l'assignatura són:

1. Entendre quin paper juguen els Recursos Humans en l'àmbit de l'empresa.

2. Conèixer les principals funcions de la gestió de Recursos Humans a l'empresa, com ara, analitzar i dissenyar llocs de treball, contractar personal, avaluar-ne el rendiment, retribuir els treballadors, planificar la seva carrera, formar-los adequadament i gestionar amb enfoc de marketing la relació amb els treballadors.

3. Entendre que els Recursos Humans de l'empresa són Persones. I per tant, com a persones, tenen sentiments, necessitats, emocions i motivacions i a més, cada persona és força diferent de la resta.

4. Conèixer els principals aspectes de la Intel•ligència Emocional aplicada a l'àmbit de l'empresa.

5. Entendre la importància del treball en equip i conèixer a fons tècniques i recursos per millorar el rendiment dels equips de treball.

6. Analitzar i entendre el concepte de lideratge i identificar la seva importància en l'àmbit empresarial així com tenir les eines per a desenvolupar-lo adequadament.

Competences

University of Lleida strategic competences

- Correctness in oral and written language.
- Master Information and Communication Technologies.
- Master a foreign language.

Degree-specific competences

- Create and direct a business, which listens and responds to the changes of the environment in which it operates.
- Apply instrumental techniques to the analysis and solution of business problems and to the taking of decisions.
- Perform the roles related to the different functional areas of a business and institutions.

Goals

- 1. Understanding the role played by human resources in the company. 2. Understand the main functions of the Human Resources management in the company, such as analysis and design jobs, recruiting, evaluating performance, reward employees, plan your career, train and manage them properly relationship marketing approach with employees. 3. Understand that HR people are the company. And so, like people, have feelings, needs, feelings and motivations and also each person is very different from the rest. 4. Understanding the key aspects of Emotional Intelligence applied to the field of business. 5. Understand the importance of teamwork and getting to know techniques and resources to improve the performance of teams. 6. Analyze and understand the concept of leadership and identify its importance in the business and have the tools to develop it properly.

- Elaborate, interpret and audit the economical-financial information of entities and individuals, and provide them with assessment.

Degree-transversal competences

- Ability to criticise and be self-critical.
- Ability to organise and plan.

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- Teamwork and leadership.

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- Be able to work and to learn in an autonomous way and simultaneously adequately interact with others, through cooperation and collaboration.

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- Ability to analyse and synthesise.
- Act in accordance with rigour, personal compromise and in a quality orientated way.

Subject contents

1. Human Resource Management:

a. The function of the direction of the company recursoshumans

b. Analysis and design of the workplace

c. The recruitment of human resources

d. The performance evaluation

e. remuneration policy

f. Career Planning

g. Training in business

h. Management Skills

i. Internal Marketing Human Resources

2. We Guests:

a. Motivation

    i. The concept of motivation

    ii. Basic motives and social motives

    iii. Motiusi against reasons:

        1. Affiliation

        2. Autonomy

        3. Power

        4. Cooperation

        5. Hedonism

        6. Achievement

        7. Security

        8. Exploration

        9. Conservation

        10. Contribution

    iv. Maslow's theory of motivation

    v. Recommendations for motivating teams

b. Emotion:

    i. The concept of emotion

    ii. The functions of emotion

    iii. The emotional process

iv. Theoretical models in the scientific study of emotion

v. Basic emotions:

1. Fear

2. Sadness

3. Anger

4. Disgust

5. Joy

vi. Social emotions

1. Guilt

2. Shame

3. Pride

4. The hubris

5. Envy

6. Jealousy

c. Emotional Intelligence:

i. The concept of Emotional Intelligence

ii. The model of Emotional Intelligence skills Mayer - Salovey

1. Perception, appraisal and expression lesemocions

2. Facilitating emotional activitatscognitives

3. Understanding emotions

4. Regulation of emotions

iii. The avaluacióde Emotional Intelligence

3. Managing teams:

a. The team concept

b. Benefits of Teamwork

c. Group vs team

d. Dysfunctions of teamwork

e. Steps to create a team

f. Les15 laws of teamwork

g. High performance teams

h. The driver team

i. Delegacióde tasks

j. Conflict

k. Communications team

l. Recommendations for creating and managing teams

4. Leadership:

a. The concept of leadership

    i. Historical development of the concept of leadership

    ii. The complexity of the concept of leadership

    iii. Definicionsde leadership

b. Skills for good leadership:

    i. Competèncie sestratègiques

    ii. social skills

    iii. technical skills

    iv. Management Skills

    v. ethical skills

c. Lead vs. direct

d. Basic elements of leadership:

    i. influence

    ii. confidence

    iii. objectives

    iv. values

e. The dimensions of leadership:

    i. Knowledge (logos)

    ii. Vision (scopos)

    iii. Action (praxis)

    iv. Value (pathos)

v. Consciousness (ethos)

f. followers

g. Recommendations for effective leadership

Methodology

El curs es desenvoluparà a través d'explicacions teòriques i casos pràctics. Els continguts teòrics es presentaran a classe en format powerpoint i després es facilitarà als alumnes a través del Sakai.

Les classes teòriques i pràctiques requeriran de la participació activa dels alumnes, d'opinar, discutir, criticar, analitzar... els diferents conceptes que es vagin introduint durant el curs. La part pràctica serà força diversa. Inclourà algun exercici de lectura i reflexió sobre algun article d'interès, algun cas pràctic real, la visió i posterior anàlisi d'algun vídeo, documental i/o pel•lícula.

També, en alguna sessió puntual comptarem amb la presència d'algun ponent extern que pugui explicar la seva experiència concreta en l'àmbit que estiguem estudiant. Hi haurà lectures, exercicis, treballs i reflexions tant a nivell individual com a nivell d'equip.

Evaluation

El sistema d'avaluació serà el d'avaluació continuada.

Consistirà en el seguiment de l'assignatura de manera activa per part de l'alumne el que inclou:

• Assistència regular a classe i participació activa (10%)

• Realització de les pràctiques de cada tema (40%; un 10% cadascun dels 4 temes). Cada tema inclourà una o vàries pràctiques, i algunes es realitzaran de forma individual i altres de forma col•lectiva.

• Cada tema tindrà una petita prova escrita en forma de test (40%; un 10% cadascun dels 4 temes)

• Treball final a realitzar de forma individual sobre alguns dels continguts bàsics de l'assignatura (10%)

Bibliography

Recommended bibliography

· Acosta, José María. "Inteligencia Emocional en una semana". Gestión 2000 Grupo Planeta

· Adair, John. "Liderazgo y motivación". Nuevos emprendedores

· Aguirre de Mena, Juan M y otros. "Dirección y gestión de personal". Editorial Pirámide.

· Albizu, E., Landeta, J. (coord). (2001). "Dirección estratégica de recursos humanos". Madrid: Editorial Pirámide

· Adair, John. "Liderazgo y motivación". Ed. Nuevos Emprendedores

· Badaracco, Joseph L. Jr. "Liderando sin hacer ruido". Ediciones Deusto – Harvard Business School Press

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· Cashman, Kevin. "El despertar del líder". Ed. Empresa Activa

· Claver Cortés, E. y otros. "Los recursos humanos en la empresa. Un enfoque directivo". Editorial civitas

· Covey Stephen R. "El líder interior. Paidos Empresa

· Gil, Ignacio y otros. "La nueva direccion de personas en la empresa". Mcgraw-hill

· Goleman, Daniel. "Inteligencia Emocional"

· Gómez-Mejía L.R. (coord) (2001). "Dirección y Gestión de Recursos Humanos". Madrid: Prentice Hall

· Maestro Juan Carlos. "Regálate liderazgo". Profit Editorial

· Mateo, Juan y Valdano Jorge. "Liderazgo". Editorial El País Aguilar

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· Milkovich, george t. Y john w. Boudreau. "Dirección y administración de recursos humanos". Addison Wesley

· Palmero, Francisco y Martínez Sánchez, Francisco. "Motivación y emoción". Ed. McGraw Hill

· Patricio Jiménez, Daniel. "Manual de recursos humanos". ESIC Libros profesionales de empresa

· Peña Baztan, M. "La psicologia y la empresa". Editorial hispano europea

· Pereda Marín, Santiago y Berrocal Berroca, Francisa. "Dirección y gestión de Recursos Humanos por competencias". Editorial Universitaria Ramon Areces

· Perez López, J.A. "Teoría de la acción humana en la organización". Ediciones Rialp, S.A.

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· Punset, Elsa. "Brújula para navegants emocionales". Editorial Aguilar

· Rodríguez Porras, J.M.. "El factor humano en la empresa". Editorial Deusto

· Sánchez-Runde, C. (2000). La medición de las prácticas de recursos humanos. Capital Humano, 134, junio,

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·   Ulrich, Dave. "Recursos humanos campions". Editorial Granica

·   Valderrama, Beatriz. "Motivación inteligente". FT Prentice Hall

·   Zenger John H., Folkman, Joseph. "El líder extraordinario". Profit Editorial

·   Zenger John H., Folkman, Joseph, Edinger Scott K. "El líder inspirador". Profit Editorial