



Universitat de Lleida

DEGREE CURRICULUM **HUMAN RESOURCE MANAGEMENT**

Coordination: ROCA TORRUELLA, XAVIER

Academic year 2023-24

Subject's general information

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|--|---|--------|-----------|------------------|
| Subject name | HUMAN RESOURCE MANAGEMENT | | | |
| Code | 103332 | | | |
| Semester | 2nd Q(SEMESTER) CONTINUED EVALUATION | | | |
| Typology | Degree | Course | Character | Modality |
| | Bachelor's Degree in Business Administration and Management | 4 | OPTIONAL | Attendance-based |
| Course number of credits (ECTS) | 6 | | | |
| Type of activity, credits, and groups | Activity type | PRAULA | TEORIA | |
| | Number of credits | 2.7 | 3.3 | |
| | Number of groups | 1 | 1 | |
| Coordination | ROCA TORRUELLA, XAVIER | | | |
| Department | FOREIGN LANGUAGES AND LITERATURES | | | |
| Important information on data processing | Consult this link for more information. | | | |

| Teaching staff | E-mail addresses | Credits taught by teacher | Office and hour of attention |
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Learning objectives

1. Understand the role played by human resources management in the field of business.
2. Know the main functions of the Human Resources management in the company, such as analyzing and designing jobs, recruiting, assessing performance, rewarding employees, career planning, and proper training and development.
3. Understand that the human resources of the company are its people. And so, as people, they have feelings, needs, emotions and motivations.
4. Know the main aspects of emotional intelligence applied to the field of business.
5. Understand the importance of teamwork and get to know techniques and resources to improve team performance.
6. Analyze and understand the concept of leadership and identify its importance in business. Acquire the tools to develop leadership skills.

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:

The role of human resource management in the enterprise

Job analysis and job design

The recruitment of human resources

The performance evaluation

Remuneration policy

Career planning

Training

2. Human beings:

1. Motivation:

Concept of motivation

Sources of motivation and motivational process

Basic motives and social motives

Motives and contramotives

Maslow on motivation

Team motivation

2. Emotion:

Concept and functions of emotion

Emotional process

Basic emotions

Social emotions

3. Emotional Intelligence:

Concept of EI

Capacities of EI

3. Teamwork:

a. The team concept

b. Benefits of Teamwork

c. Group vs team

- d. Dysfunctions of teamwork
- e. Steps to create a team
- f. 17 laws of teamwork
- g. High performance teams

4. Leadership:

- a. The concept of leadership
 - i. Historical development of the concept of leadership
 - ii. The complexity of the concept of leadership
- b. Leadership elements
- c. Leadership evidences
- d. 21 laws of leadership
- e. Discussions on leadership
- f. Lead your professional career

Methodology

The course will be structured in master sessions to work on theoretical concepts (approximately 50% of course time)

The practical sessions will allow us to develop concepts analyzed in the theoretical sessions. These sessions will be varied and will include readings, classwork and discussions on articles of interest, presentations, individual and group practical cases, and films related to the subject matter (approximately 50% of course time).

We will promote skills related to research, analysis/interpretation of data, and critical thinking in relation with the course objectives. Teamwork and speaking in public will also be skills to be developed.

Evaluation

Evaluation: Continuous assessment system

This involves that students will follow the course in an active manner, which includes:

- Regular class attendance and active participation: 10%
- Part I Theory exam: 25%
- Part II Theory exam: 25%
- Part I Practice: 20% (In each class a practical exercise will be evaluated.)

- Part II Practice: 20% (In each class a practical exercise will be evaluated.)

To pass this course students need to:

- Obtain more than 50% of the grade in the final evaluation of each Theory exam.

- Obtain more than 50% in the final course average. Students who fail one or more theory evaluations will not pass the course.

Bibliography

Recommended bibliography

- Acosta, José María. "Inteligencia Emocional en una semana". Gestión 2000 Grupo Planeta
- Adair, John. "Liderazgo y motivación". Nuevos emprendedores
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- Albizu, E., Landeta, J. (coord). (2001). "Dirección estratégica de recursos humanos". Madrid: Editorial Pirámide
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- 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. Paidós Empresa
- Gil, Ignacio y otros. "La nueva dirección 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. "Regálale liderazgo". Profit Editorial
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- Pereda Marín, Santiago y Berrocal Berroca, Francisca. "Dirección y gestión de Recursos Humanos por competencias". Editorial Universitaria Ramon Areces
- Pérez López, J.A. "Teoría de la acción humana en la organización". Ediciones Rialp, S.A.

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- 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