



COURSE UNIT (MODULE) DESCRIPTION

Course unit (module) title	Code
Personnel Management	

Lecturer(s)	Department(s) where the course unit (module) is delivered
Coordinator: Žaneta Cetin Other(s):	Faculty of Economics and Business Administration Sauletekio ave. 9, II building, LT 10222 Vilnius

Study cycle	Type of the course unit (module)
First	Compulsory

Mode of delivery	Period when the course unit (module) is delivered	Language(s) of instruction
Face-to-face /on-line)	Spring semester	English

Requirements for students
Prerequisites: Management, Global Marketing

Course (module) volume in credits	Total student's workload	Contact hours	Self-study hours
5	130	48	82

Purpose of the course unit (module): programme competences to be developed		
<p>The subject aims to develop: a systematic approach to personnel management and the processes of personnel management; the ability to apply theoretical knowledge for analysis of personnel management in organizations; the ability to formulate personnel management issues and find relevant solutions.</p>		
Learning outcomes of the course unit (module)	Teaching and learning methods	Assessment methods
Student will know the concepts, principles and methods of personnel management. Student will be able to analyze the processes of personnel management by using personnel management methods. Student will understand the relationship between personnel management and organizational performance and will be able apply this knowledge for cooperation with partners in the product / service value chain.	Lectures and seminars, group discussions, problem-based learning, collaborative learning, case studies, role play and simulations	Preparation and presentation of group projects, oral and written presentation of problem-solving task (presentation form of report: e.g., pdf or ppt format). Oral or written case analysis (presentation form of report e.g., pdf or ppt. Format). Tests: open and multiple choice questions, cases

Student will be able understand and adapt the personnel management system, taking into account the multicultural composition of the team.		
Student will know how to make independent personnel management decisions by considering market conditions		
Student will develop a systematic approach to personnel management and will be able formulate and solve personnel management issues by considering the specific aspects of industry.		

Content	Self-study work: time and assignments							Assignments Present the planned assignments in detail
	Lectures	Tutorials	Seminars	Exercises	Laboratory work	Contact hours	Self-study hours	
1. Introduction to Personnel Management course. Aim of the course, course structure and place in the syllabus. The requirements for students and work schedule.	1					1		
2. Strategic human resource management. Key concepts of personnel management. Transformations of personnel management and human resource management concepts. The relationship between personnel management and organizational performance. Personnel management policy and its implementation	4		2			6	4	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 7-14; 294-307 and supplementary reading. Individual participation in case discussions
3. Analysing works and designing jobs. Personnel management in the organization. The system and content of personnel management	4		2			6	3	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 20-36 and supplementary reading. Individual participation in case discussions
4. Planning the demand of personnel. The benefits of planning. Traditional and modern planning model. Planning stages and methods	2		2			4	5	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 20-36 and supplementary

								reading
5. Personnel recruitment. The concept and objectives of personnel recruitment. The recruitment process and impacting factors. The main methods and sources of personnel recruitment	2		2			4	5	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 43-55 and supplementary reading. Individual participation in case discussions
6. Personnel selection. The process of selection and the main stages. Selection methods and effectiveness of their application.	3					3	10	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 61-80 and supplementary reading. Simulations of job interview
7. Recruitment, transfer and termination of contract. Work discrimination.	2		2			4	10	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 81-83 and supplementary reading. Individual participation in case discussions
8. Adaptation of personnel. The concept and objectives of adaptation. The stages and main methods of adaptation. Management of adaptation process in organization.	2					2	5	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 90-92 and supplementary reading.
9. Training and development of personnel. The content and objectives of personnel development system. Strategies and methods of development.	2		2			4	10	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 93-128 and supplementary reading. Individual participation in case discussions
10. Personnel appraisal and management of competences. The place of competences planning in	2					2	10	Human Resource Management : A Dynamic Approach Cover

personnel management, modelling of competences and appraisal methods.							Author: Joseph M.Putti Date: 2015 eBook p. 135-157 and supplementary reading. Simulations of appraisal interview
11. Career planning and management of personnel. The concept and theories of career. Individual and organizational career planning.	2		2			4	10 Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 164-178 and supplementary reading. Individual participation in case discussions
12. Reward and performance management of personnel. motivation. Efficiency of motivation system and performance management in organization.	4		2			6	10 Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 184-205;248-267 and supplementary reading. Individual participation in case discussions
13. International human resource management	2					2	Human Resource Management : A Dynamic Approach Cover Author: Joseph M.Putti Date: 2015 eBook p. 313-330 and supplementary reading. Presentation of group project.
In total:	32		16			48	82

Assessment strategy	Weight, %	Deadline	Assessment criteria
Mid-term test	30	During semester	Mid-term test (topics 1-7 are included): 13 multiple-choice test questions (2 points each) and 2 open-ended questions (2 points each). Total 30 points.
Group project	30	During semester	The following aspects of group work are to be evaluated: - The suitability and originality of proposed solutions - 20 points (Work includes factual analysis of the analysed problem; collected data and/or discovered solutions provided by the authors; solutions and proposals are provided (20 points) If the analysis is performed superficially and conclusions, solutions are not specific or detailed enough – 15 points. Unallowable, conscious distortion of factual material, plagiarism – 0 points). - Requirements for academic written works are met, all required work sections are present, work possesses appropriate structure and content, work is written in academic language – 10 points (If

			requirements are not met – 0 points). If work is not provided – 0 points. The contribution of group members is evaluated equally. The group project is graded out of 30 points.
Final exam	40	At the end of semester	20 closed multiple-choice test questions of equal weight (topics 8-13 are included) (2 points each). Total 40 points.
Assessment strategy for taking the exam externally			
Test	50%	During appointed time of exam	Assessment criteria of text: test 20 multiple-choice (1.5 points each) and 4 open ended questions (5 points each).
Individual project	50%	During appointed time of exam	The following aspects of group work are to be evaluated: - The suitability and originality of proposed solutions - 40 points (Work includes factual analysis of the analysed problem; collected data and/or discovered solutions provided by the authors; solutions and proposals are provided (40 points) If the analysis is performed superficially and conclusions, solutions are not specific or detailed enough – 25 points. Unallowable, conscious distortion of factual material, plagiarism – 0points). - Requirements for academic written works are met, all required work sections are present, work possesses appropriate structure and content, work is written in academic language – 10 points (If requirements are not met – 0 points). If work is not provided – 0 points.

Author	Year of publication	Title	Issue of a periodical or volume of a publication	Publishing place and house or web link
Compulsory reading				
Joseph M.Putti	2015	Human Resource Management : A Dynamic Approach, Trinity press e-book		
Supplementary reading				
Trost Armin	2020	Human Resources Strategies: Subtitle Balancing Stability and Agility in Times of Digitization		Publisher: Springer International Publishing
Effron, Marc; Ort, Miriam	2018	One Page Talent Management, with a New Introduction: Eliminating Complexity, Adding Value		La Vergne: Harvard Business Review Press. Ebsco e-book.
Lepak, D. and Gowan, M	2020	Human resource management: managing employees for competitive advantage. Second edition.		United States of America: Chicago Business Press.
		Human Resource Management		

		Journal. Wiley https://onlinelibrary.wiley.com/journal/17488583		
Paleri, P.	2018	Human Investment Management: Raise the Level by Capitalising Human		Verlag:Springer Singapore Springer e-books.
Charan, Ram; Barton, Dominic; Carey, Dennis C	2018	Talent Wins: The New Playbook for Putting People First		Boston, Massachusetts: Harvard Business Review Press. Ebsco ebook