

Human Resources Direction and Management

Brief description of course content (according to the programme's verification report)

Descriptors:

- HR direction and management.
- Planning.
- Selection.
- Training, development and maintenance.

Contents:

- HR strategic direction system.
- HR planning:
- Selection and recruitment process.
- Applying selection exams and tests.
- HR integration, training and development.
- HR salaries and compensation systems.
- Analysis and evaluation of job positions and job performance.
- Managing and developing work teams.

Learning outcomes

- To become familiar with the problems and requirements which the human element poses from the perspective company management and the human collective which make up the organisation.
- To understand the basic tasks and functions which comprise HR direction and management work, and the main evaluation, diagnosis and intervention techniques at the individual, group and organisational levels.
- To understand the preparation process for the main HR direction and management plans and programmes such as those for strategic management, staffing forecasts, selection and recruitment, training, career development, salaries and compensation, analysing and evaluating job positions, performance assessment, and managing and developing work teams.
- To develop the cognitive, behavioural and interpersonal skills required to exercise and develop HR management in the organisational context.

Planned learning activities

Theory Syllabus

THEORETICAL SYLLABUS:

- Topic 1. Introduction to Human Resources Direction and Management.
- Topic 2. Human resources planning: Staffing forecasts.
- Topic 3. Staff selection process: stages, recruitment and pre-selection.
- Topic 4. Staff selection process: applying tests and exams and finalising the process.

- Topic 5. Human resources planning: career plans.
- Topic 6. Human resources integration, training and development.

Practical Syllabus

PRACTICAL SYLLABUS:

- Practical exercise 1. HR management duties: Analysis of job positions.
- Practical exercise 2. Quantitative techniques for cash forecasts.
- Practical exercise 3. Candidate pre-selection and recruitment.
- Practical exercise 4. Choosing and applying tests in the HR selection process.
- Practical exercise 5. Career and training plan.