



**Syllabus of the educational discipline**  
 «Personnel management»

<b>Specialty</b>	073 Management
<b>Educational program</b>	Management
<b>Level of education</b>	third (educational and scientific)
<b>Discipline status</b>	Selective
<b>Teaching language</b>	English
<b>Course / semester</b>	2 <sup>nd</sup> academic year, 2 <sup>nd</sup> semester
<b>Number of credits ECTS</b>	5
<b>Distribution by types of trainings and hours of study</b>	Lectures – 20 hours. Practical studies (seminars) – 20 hours. Independent training – 100 hours.
<b>Form of final assessment</b>	Pass
<b>Department</b>	Management and Business department, room 703 (library block), Web page: <a href="https://www.kmib.hneu.edu.ua">https://www.kmib.hneu.edu.ua</a>
<b>Teacher (-s)</b>	Nazarov N. K., PhD, Associate Professor of Management and Business department
<b>Teacher's contacts</b>	<a href="mailto:nikita.nazarov@hneu.net">nikita.nazarov@hneu.net</a>
<b>Days of the classes</b>	<a href="#">due to timetable</a>
<b>Consultations</b>	At the Management and Business Department, off-line, due to timetable of consultations, chat in PNS web-site

**The purpose of the discipline** is the formation of complex theoretical knowledge and practical skills for development and implementation of personnel policy in modern organizations, rational selection of employees for positions and the formation of an effective workforce.

**Structural and logical scheme of studying an academic discipline**

<b>Prerequisites for learning</b>	<b>Postrequisites for learning</b>
<i>Modern theories of organization</i>	Process management
<i>Philosophy of science</i>	

**Content of the educational discipline**

**Content module 1:** *Theoretical aspects of personnel management*

**Theme 1.** Conceptual foundations of personnel management

**Theme 2.** Technology of personnel management development of the organization

**Theme 3.** Evaluation of the effectiveness of the personnel management system of the organization

**Content module 2:** *Personnel management technology*

**Theme 4.** Technology of personnel management in the organization

**Theme 5.** Power and leadership in the organization of personnel management

**Theme 6.** Organizing of activities and functions of the personnel

**Theme 7.** Communication and conflict management in the organization

**Material and technical support (software) of the discipline**

*Multimedia Projector, S. Kuznets KhNUE Personal Learning Systems, ZOOM, Power Point MS Office*

**Learning forms and methods**

Assessment of the formed competencies of students is carried out according to the accumulative 100-point system.

The system of assessment of the formed competencies takes into account the types of classes, which include lectures, seminars, practical classes, as well as independent work. Current



control, which is carried out during the semester during practical (seminar) classes and independent work is assessed by the sum of points scored.

The maximum possible number of points for the current control during the semester - 100 and the minimum possible number of points to get pass the discipline - 60. After current control students have to complete modular test that is evaluated maximum 10 points Total number of maximum accumulative points is 100, minimum 60 points to get pass.

More detailed information on the system of evaluation and accumulation of points for the academic discipline is provided in the Working plan for the academic discipline.

#### **Policies of the discipline**

The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, write-off, deception, bribery, or biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work.

*More detailed information about competencies, learning outcomes, teaching methods, assessment forms; independent training is given in the Syllabus (working plan) of the educational discipline.*