



**Syllabus of the academic discipline**  
*"Management of human resources in public administration"*

<b>Specialty</b>	281 "Public management and administration"
<b>Educational program</b>	281 "Public administration"
<b>Educational level</b>	the third (educational and scientific) level
<b>Discipline status</b>	basic
<b>Language of teaching</b>	Ukrainian, English
<b>Course / semester</b>	2A course, 1 semester
<b>Number of ECTS credits</b>	5
<b>Distribution by types of classes and hours of study</b>	Lectures - 8 p.m. Practical (seminar) - 20 hours. Independent work - 110 hours.
<b>Final control form</b>	Exam
<b>Chair</b>	Department of Public Administration, Public Administration and Economic Policy, Kharkiv, 9A Nauki Ave., 1 educational building, room 402, (057) 702-18-34, kafdupr@hneu.net
<b>Teacher</b>	Nataliya Leonidivna Gavkalova, professor of the department of public administration, public administration and economic policy, doctor
<b>Contact Information the teacher</b>	ngavl@ukr.net , (050) 6226148
<b>Days of classes</b>	Lecture: according to the current class schedule Practical: according to the current class schedule
<b>Consultations</b>	At the Department of Public Administration, Public Administration and Economic Policy, face-to-face, according to the consultation schedule, remote on the Zoom, Viber, Telegram platforms, individual
<p><b>Goal</b> of the educational discipline is the acquisition of knowledge and skills by students regarding the process of personnel management in a public institution, ways of implementing personnel policy, choosing the most effective means of personnel work in relation to a specific situation.</p>	
<p style="text-align: center;"><b>Prerequisites for training</b></p> <p>"Theory and methodology of public management and administration", "Mechanisms and technologies of public management and administration", "Communicative management in public administration", "Methodological approaches to the application of electronic governance in public administration", "Methodology of project management in public administration".</p> <p>Knowledge, skills, skills that the applicant must possess in order to start studying</p>	
<p style="text-align: center;"><b>Content of the academic discipline</b></p> <p><b>Content module 1. Formation of personnel of a public institution</b></p> <p><b>Topic 1. Personnel of a public institution as an object of management</b></p> <p><b>Topic 2. Formation of the philosophy and personnel policy of a public institution</b></p> <p><b>Topic 3. Resource provision of human resources management</b></p> <p><b>Topic 4. Analysis of works and formation of requirements for candidates for vacant positions</b></p> <p><b>Topic 5. Personnel service and personnel administration</b></p> <p><b>Topic 6. Planning and formation of personnel</b></p> <p><b>Topic 7. Personnel development</b></p> <p><b>Topic 8. Movement of personnel</b></p>	



## **Content module 2. Component systems of work with personnel**

### **Topic 9. Management and leadership**

### **Topic 10. Management of employees' working time**

### **Topic 11. Creation of favorable working conditions**

### **Topic 12. Personnel evaluation**

### **Topic 13. Motivation and stimulation of personnel**

### **Topic 14. Provision of leasing and outsourcing services in the field of personnel management**

### **Topic 15. Effectiveness of personnel management**

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

A multimedia projector and a laptop are used during lectures and defense of presentations

**Course page on the Moodle platform (personal learning system)** <https://pns.hneu.edu.ua>.

#### **System of evaluation of training results**

Procedure for current assessment of students' knowledge. Assessment of the student's knowledge during seminar and practical tasks is carried out according to the following criteria: understanding, degree of assimilation of the theory and methodology of the problems under consideration; the degree of assimilation of the actual material of the academic discipline; familiarization with the recommended literature, as well as with modern literature on the issues under consideration; the ability to combine theory with practice when considering industrial situations, solving problems, making calculations in the process of performing individual tasks and tasks presented for consideration in the audience; logic, structure, style of presentation of material in written works and during presentations in the audience, the ability to justify one's position, generalize information and draw conclusions; the ability to conduct a critical and independent assessment of certain problematic issues; the ability to explain alternative views and the presence of one's own point of view, position on a certain problematic issue; application of analytical approaches; quality and clarity of reasoning; logic, structuring and validity of conclusions regarding a specific problem; independence of work performance; literacy of material submission; use of methods of comparison, generalization of concepts and phenomena; design work.

The general criteria by which students' extracurricular independent work is evaluated are: depth and strength of knowledge, level of thinking, ability to systematize knowledge on separate topics, ability to draw reasonable conclusions, mastery of a categorical apparatus, skills and techniques for performing practical tasks, ability to find necessary information, to carry out its systematization and processing, self-realization in practical and seminar classes.

The condition for admission to the final control is at least 35 points for the current control. The credit for those who have acquired it involves issuing an assessment based on the results of current and modular controls.

More detailed information on assessment is given in the technological map of the discipline.

#### **Policies of educational discipline**

Adherence to honest academic behavior in studies, avoiding any manifestations of academic dishonesty; quality preparation for educational classes; independent implementation of current educational tasks, tasks of current control; independent implementation of tasks of final control of learning results; compliance with the legislation on copyright and related rights.

Students of higher education are responsible for their academic behavior and should give a moral assessment of their own actions. The teacher must create conditions for the formation of an environment of partnership and academic honesty. The teacher is responsible for evaluating the uniqueness of the text of the essay, written works, and for the process of transparent, open, honest evaluation of learning outcomes in general.

Absence without valid reasons is considered absenteeism. Absence due to valid reasons must be confirmed - providing a document confirming the reason for missing classes.

Provided that the tasks provided for in the work plan are completed later than the set deadline, the task is evaluated on a scale according to the date of submission of completed tasks.