



**Syllabus of the course**  
**«Personnel management and organizational behavior»**

<b>Specialty</b>	<i>D3 Management</i>
<b>Study programme</b>	<i>«Business Administration»</i>
<b>Study cycle (Bachelor, Master, PhD)</b>	<i>Master (second)</i>
<b>Course status</b>	<i>Compulsory</i>
<b>Language</b>	<i>English</i>
<b>Term</b>	<i>1<sup>st</sup> course, 1<sup>st</sup> semester</i>
<b>ECTS credits</b>	<i>4</i>
<b>Workload</b>	<i>Lectures – 20 hours. Practical studies (seminars) – 20 hours. Independent training – 80 hours.</i>
<b>Assessment system</b>	<b>Grading</b>
<b>Department</b>	<i>Department of Management, Business and Administration room 210 of the main building phone: (057) 702 01 46 (add. 2-96) website: <a href="https://www.kmib.hneu.edu.ua">https://www.kmib.hneu.edu.ua</a></i>
<b>Teaching staff</b>	<i>Nazarov Nikita Konstantinovich, Doctor of Economic Sciences, Professor</i>
<b>Contacts</b>	<a href="mailto:nikita.nazarov@hneu.net">nikita.nazarov@hneu.net</a>
<b>Course schedule</b>	<i>Lecture: <a href="#">due to timetable</a> Practice: <a href="#">due to timetable</a></i>
<b>Consultations</b>	<i>At the Department of Management, Business and Administration, off-line, due to timetable of consultations, individual, chat on PNS</i>

**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 the course**

<b>Prerequisites</b>	<b>Postrequisites</b>
<i>Management of organizations</i>	<i>Complex training</i>
	<i>Diploma thesis</i>

**Content of the educational discipline**

- Content module 1: Theoretical and practical basis of personnel management**
- Theme 1. Concept of power and leadership in personnel management system**
  - Theme 2. Personnel management as a social system**
  - Theme 3. HR policy and HR strategy in organization**
  - Theme 4. Personnel planning in organizations**
  - Theme 5. The nature of choosing and recruitment of personnel**
  - Theme 6. Organizing of activities and functions of the staff**
- Content module 2: Foundations of organizational behavior**
- Theme 7. Conceptual basis of organizational behavior**
  - Theme 8. Cohesion and social development of the collective**
  - Theme 9. Personnel evaluation in the organization**
  - Theme 10. The nature of ration, development, career rising of personnel**
  - Theme 11. The managing process of personnel dismissal**
  - Theme 12. Social partnership in the organization**
  - Theme 13. The efficiency of personnel management**



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

*Laptop, Power Point MS Office, Multimedia Projector, S. Kuznets PNS, Corporate Zoom system*

**Assessment system**

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

The final grade for the academic discipline is calculated taking into account the points received for the current control, which is carried out during the semester during lectures, practical, seminar, laboratory classes and is estimated by the sum of the points scored, and the semester exam (maximum amount - 100 points; minimum amount that allows a student to successfully complete the study of the subject - 60 points).

Current control includes the following control measures: tasks on topics; tests; individual task.

***More detailed information on assessment and grading system is given in the technological card of the course.***

**Course policies**

Teaching of the academic discipline is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

***More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program***