



Syllabus of Module

5. Human Resource Management

Lecturer: Ing. Radka Vaníčková, Ph.D., MBA

Module Annotation

- Labour law framework of employment and human resources management – examples from practice,
- Recruitment and selection of employees – analysis of a specific case from practice,
- Recruitment and adaptation of employees – analysis of cases from practice,
- Management and evaluation of work performance – assessment of cases from practice,
- Job motivation and its types – analysis of motivation systems of a specific company,
- Remuneration of employees, creation of wage scales – analysis of remuneration system in a selected company,
- Methods and tools of performance remuneration – analysis of cases from practice,
- Employee benefits – comparison of employee benefits of several companies,
- Training and development of employees, its methods and evaluation – analysis of training system in selected companies,
- Preparation and development of managers – comparison of several companies,
- Communication in a workplace – practical examples and their analysis,
- Work teams and their management – creation of team,
- Case study in human resources management based on a selected topic.

Module Objective

The aim of the course is familiarization with the objectives and tasks of human resources management in the organization, with its methods and tools and with the main trends of its development. The main topics of the course include the role and specifics of human resource management in the context of organizational management, managerial competencies for human resource management, recruitment and adaptation, assignments and control of work tasks, management and evaluation of work performance, motivation, remuneration and training of employees, personnel strategy, personnel planning, the relationship between line and personnel management and the creation of a personnel organization (systematization) of the company.

Literature

1. ARMSTRONG, M. a S. TAYLOR, 2014. *Armstrong's handbook of human resource management practice*. 13th ed. Philadelphia: Kogan Page Ltd. ISBN 978-0-7494-6964-1.
2. BARR, J., 2013. Local job creation - Summary of findings and recommendations for Australia. In: *slideshare.net* [online]. 13. 7 2013, [cit. 2021-08-18, 11:45]. Available from: <https://www.slideshare.net/OECDLEED/local-job-creation-jonathan-barr>
3. CRUSHPIXEL. COM, 2021. New worker – employee adaptation concepts [online]. 2021, [cit. 2021-8-10, 9:43]. Available from: <https://www.crushpixel.com/stock-vector/adaptation-new-worker-concept-icons-3040900.html>
4. DESSLER, G., 2010. *Fundamentals of Human Resource Management 2nd*. In: *slideplayer.com* [online]. 2015, [cit. 2021-08-16, 17:40]. Available from: <https://slideplayer.com/slide/5225665/>
5. DOYEL, A., 2020. Types of Discrimination in the Workplace. In: *thebalancecareers.com* [online]. 23. 6. 2020, [cit. 2021-08-14, 14:10]. Available from: <https://www.thebalancecareers.com/types-of-employment-discrimination-with-examples-2060914>
6. DOYLE A., 2020. Conflict Resolution: Definition, Process, Skills, Examples. In: *thebalancecareers.com* [online]. 25. 5 2020, [cit. 2021-08-17, 14:59]. Available from: <https://www.thebalancecareers.com/conflict-resolutions-skills-2063739>
7. EBNÖTHER, R. a A. CASEY, 2005. Covid-19 leads to major changes in employee benefits. In: *willistowerswatson.com* [online]. 17. 7. 2005, [cit. 2021-08-09, 11:01]. Available from: <https://www.willistowerswatson.com/en-CH/Insights/2020/07/covid-19-leads-to-major-changes-in-employee-benefits>

8. ENDEAVOUR AFRICA, 2020. Best HR Management Software-Payroll software, kenya, tanzania. In: *endeavourafrica.com* [online]. 4. 1. 2020, [cit. 2021-08-14, 10:12]. Available from: <https://www.pinterest.com/pin/449585975300890056/>
9. EYSENCK, H., 1947. Eysenck's Personality Theory. In: *sites.google.com* [online]. 2021, [cit. 2021-08-12, 8:05]. Available from: <https://sites.google.com/site/psychologyofpersonalityperiod1/home/type-and-trait-theories/eysenck-s-personality-theory>
10. GERPOTT, H. F., 2015. The right strategy? Examining the business partner model's functionality for resolving Human Resource Management tensions and discussing alternative directions 214. *Zeitschrift für Personalforschung* [online]. Rainer Hampp Verlag, 29 (3-4), [cit. 2021-08-10]. Available from: DOI:[10.1688/ZfP-2015-03-Gerpott](https://doi.org/10.1688/ZfP-2015-03-Gerpott)
11. KENJO GMBH, 2020. Remuneration: everything HR professionals need to know. In: *kenjo.io* [online]. 2020, [cit. 2021-08-12, 21:08]. Available from: <https://www.kenjo.io/hr-remuneration-guide>
12. KU EDWARDS CAMPUS, 2021. Online Organizational Communication Graduate Programs. In: *edwardscampus.ku.edu* [online]. 2021, [cit. 2021-08-04, 10:11]. Available from: <https://edwardscampus.ku.edu/communication>
13. LYNCH A., 2021. Team Organizational Charts. In: <https://www.edrawsoft.com/team-organizational-chart.html> [online]. 22. 4 2021, [cit. 2021-08-15, 07:52]. Available from: <https://www.edrawsoft.com/team-organizational-chart.html>
14. MBA SKOOL TEAM, 2020. Line Manager. In: *mbaskool.com* [online]. 15. 5. 2020, [cit. 2021-08-14, 11:00]. Available from: <https://www.mbaskool.com/business-concepts/human-resources-hr-terms/15680-line-manager.html>
15. MÉRIEUX NUTRISCIENCES, 2021. Employee Benefits. In: *glassdoor.com* [online]. 2021, [cit. 2021-08-12, 21:45]. Available from: https://www.glassdoor.com/Benefits/M%C3%A9rieux-NutriSciences-US-Benefits-EI_IE876581.0,21_IL.22,24_IN1.htm
16. MULLINS K., 2021. Balanced Scorecard: A Model for Improving Government Performance. In: *bpminstitute.org* [online]. 2021, [cit. 2021-08-13, 15:15]. Available from: <https://www.bpminstitute.org/resources/articles/balanced-scorecard-model-improving-government-performance>
17. NAHAR, S. a N. M. ZAYED, 2019. An Analysis of the Impact of Remuneration on Employee Motivation: A Case Study on Unilever, Bangladesh. *International Journal of Family Business and Management*. [online]. USA: International Journal of Family Business and Management, [cit. 2021-08-17]. Available from: <https://symbiosisonlinepublishing.com/family-business-management/family-business-management28.pdf>

18. ORGANIZATIONAL BEHAVIOR AND HUMAN RELATIONS, 2021. Sources of Stress. In: *courses.lumenlearning.com* [online]. 2021, [cit. 2021-08-04, 10:30]. Available from: <https://courses.lumenlearning.com/wm-organizationalbehavior/chapter/sources-of-stress/>
19. PEOPLE GREAT INSIDE, 2020. The Disadvantages of Business Ethics Worldwide. In: *greatpeopleinside.com* [online]. 14. 2. 2020, [cit. 2021-08-19, 08:05]. Available from: <https://greatpeopleinside.com/the-disadvantages-of-business-ethics-worldwide/>
20. PIMENOVA, A. et al., 2017. Personnel controlling system principles and structural goals of the industrial companies. *IOP Conference Series Earth and Environmental*, 90(1), [online]. [cit. 2021-08-17]. Available from: DOI:[10.1088/1755-1315/90/1/012005](https://doi.org/10.1088/1755-1315/90/1/012005)
21. PRENTICE HALL, 2005. Managing Careers. In: *slideplayer.com* [online]. 2005, [cit. 2021-08-17, 20:56]. Available from: <https://slideplayer.com/slide/15206712/>
22. RAFFAELE, E. M., 2021. What is Organizational Culture? Build the identity your company needs. In: *blog.starmeup.com* [online]. 17. 6 2021, [cit. 2021-08-17, 15:00]. Available from: <https://blog.starmeup.com/en/people-first-culture/organizational-culture/>
23. RAJGURU, K., 2021. Types of Motivational Theories. In: *economicsdiscussion.net* [online]. 2021, [cit. 2021-08-17, 18:23]. Available from: <https://www.economicsdiscussion.net/human-resource-management/types-of-motivational-theories/31766>
24. SKILLSFORCARE, 2021. Developing Managers. In: *skillsforcare.org.uk* [online]. 2021, [cit. 2021-08-12, 13:48]. Available from: <https://www.skillsforcare.org.uk/About/News/Campaign-archive/Developing-Managers.aspx>
25. STOFKOVÁ, Z. a D. HRASKOVA, 2020. Company personnel policy as part of new management approaches in globalization. *SHS Web of Conferences* [online]. Slovakia: SHS Web of Conferences, 74, [cit. 2021-08-04]. Available from: DOI:[10.1051/shsconf/20207404028](https://doi.org/10.1051/shsconf/20207404028)
26. SURBHI, S., 2021. Difference Between Strategic Control and Operational Control. In: *keydifferences.com* [online]. 16. 7. 2021, [cit. 2021-08-18, 9:51]. Available from: <https://keydifferences.com/difference-between-strategic-control-and-operational-control.html>
27. SYRJÄLÄ, J. a T. A. TAKALA, 2007. Employees' Wellbeing in the Context of Mergers within the Nordic Electricity Industry. *Problems and Perspective Management* [online]. Ukraine: Problems and Perspective Management, 5(4), [cit. 2021-08-17]. Available from: https://www.researchgate.net/publication/264193821_Employees'_Wellbeing_in_the_Context_of_Mergers_within_the_Nordic_Electricity_Industry
28. TALENTLYFT.COM, 2020. Top 5 trends In Recruitment and Hiring for 2020. In: *talentlyft.com* [online]. 16. 1. 2020, [cit. 2021-08-12, 8:30]. Available from:

<https://www.talentlyft.com/en/blog/article/354/top-5-trends-in-recruitment-and-hiring-for-2020>

29. THE DENTAL IMPLANT GUIDE, 2021. The Team Approach. In: *thedentalimplantguide.org* [online]. 2021, [cit. 2021-08-16, 19:00]. Available from: <http://thedentalimplantguide.org/resource/team-approach/>
30. TOTAH, Z., 2021. HR Trends in 2021: Future of Human Resource Management. In: *selecthub.com* [online]. 2021, [cit. 2021-08-17, 8:42]. Available from: <https://www.selecthub.com/hris/hr-trends/>
31. TREBILCOCK, A., 2021. Labour Relations and Human Resources Management: An Overview. In: *ilocis.org* [online]. 2021, [cit. 2021-08-16, 17:20]. Available from: <http://www.ilocis.org/documents/chpt21e.htm>