



Syllabus of Module

6. Human Resources and Personnel Policy

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Module Annotation

The following module focuses on one of the key topics of Human Resource Management - HR/staffing policies and their impact on the functioning of individual HR activities.

The first part of the study materials will introduce the definition of HR and the role of HR in modern organisations. Attention will be paid to the topic of changes and challenges that organisations and HR have to face (automation and robotisation, climate change, the impact of the Covid-19 pandemic).

The link between mission, vision, values and organisational culture as an integral part of effective HR policies will be presented. The second part of the study materials will focus on definitions of HR policies, rules of creation and individual examples from corporate environments of organisations around the world. The materials include reflection questions and examples that will be discussed in more detail in the course.

Module Objective

The aim of this module is to describe and demonstrate the importance of HR policies within an organisation. Within each subtopic, the interrelationships between HR policies and mission, vision, values and organisational culture will be presented. The module includes best practices for creating HR policies from the ground up.

Literature

1. ATREYA, R. (2020) Impacts Of Green HR Practices On Employees And Sustainable Business. VANTAGE CIRCLE. [online]. Available at <https://blog.vantagefit.io/green-hr-practices/>
2. DARMANIN, D. (2021). 70+examples of core company values & how they shape your culture. HOTJAR.COM. [online]. Available at <https://www.hotjar.com/blog/company-values/>
3. LEONARD K. (2019). Examples of Personnel Policies. HEARST [online]. Available at <https://smallbusiness.chron.com/employment-drug-testing-laws-1272.html>
4. LEWIS, Ph. (2020). Five Easy Ways To Define Your Organization's Vision. FORBES.COM [online]. Available at <https://www.forbes.com/sites/phillewis1/2020/07/27/five-easy-ways-to-define-your-organizations-vision/?sh=25d492b441c4>
5. MCCONNELL, J. (2005). How to develop Essential HR policies and procedures. USA: American Management Association.
6. PERUCCI, N. (2018). A Comprehensive Guide to HR Best Practices You Need to Know This Year [Infographic]. BAMBOO HR [online]. Available at <https://www.bamboohr.com/blog/guide-hr-best-practices/>
7. WORKPLACE (2022). What are organizational values and why are they important? META [online]. Available at <https://www.workplace.com/blog/organizational-values>