



IDENTIFYING DATA

Management of People: Organization and Functions

Subject	Management of People: Organization and Functions			
Code	P07G092V01205			
Study programme	Grado en Dirección y Gestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	1st
Teaching language	#EnglishFriendly Spanish Galician			
Department				
Coordinator	García-Pintos Escuder, Adela			
Lecturers	García-Pintos Escuder, Adela			
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Web				
General description	<p>A greater worry by the best use of the public funds as well as a greater orientation of the public organisations to the service and the citizen, indicate the every time greater presence of technicians of management of human resources, that inspired by the private sector apply in the public organisations.</p> <p>The changes have consisted especially in the awareness that the practices in matter of employment and of rewards, the methods of work, the results and the attitude of the personnel, as well as the other appearances of the management of human resources, influence directly in the efficiency and efficiency of the public organisations.</p> <p>Thus the program that to continuation presents pretends to contribute, or at least present, the instruments that can apply in this type of organisations.</p> <p>English Friendly subject: International students may request from the teachers: a) resources and bibliographic references in English, b) tutoring sessions in English, c) exams and assessments in English.</p>			

Training and Learning Results

Code	
A1	Students will have shown they have sufficient knowledge and understanding of an area of study, starting after completion of general secondary education, and normally reaching a level of proficiency that, being mostly based on advanced textbooks, will also include familiarity with some cutting-edge developments within the relevant field of study.
A2	Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study.
A3	Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.
A4	Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.
A5	That students have developed those learning skills needed to undertake further studies with a high degree of autonomy.
B1	Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.
B2	Organizing and planning their own professional careers in the best possible way
B4	Commitment to ethical values and public service vocation.
B5	Critical thinking skills.
B6	To put their knowledge on public management and administration into practice.
C7	To design and implement mechanisms for the management of human resources in organizations.

D1	To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.
D2	To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.
D4	To master the specific ICT techniques in their respective academic and professional fields.
D5	To acquire independent learning skills.
D6	Ability to adapt to new situations.

Expected results from this subject

Expected results from this subject	Training and Learning Results
Students will be able to apply their knowledge and skills in their professional practice or vocation and they will show they have the required expertise through the construction and discussion of arguments and the resolution of problems within the relevant area of study	A1 A2
Students will be able to gather and interpret relevant data (normally within their field of study) that will allow them to have a reflection-based considered opinion on important issues of social, scientific and ethical nature.	A1 A3
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.	A1 A4
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.	A1 A5
Analysis, synthesis, problem-solving, decision-making, information- and time-management skills.	B1
Organizing and planning their own professional careers in the best possible way	B2
Commitment to ethical values and public service vocation.	B4
Critical thinking skills.	B5
To put their knowledge on public management and administration into practice.	B6
To design and implement mechanisms for the management of human resources in organizations.	C7
To identify the meaning of, and to put into practice, gender perspectives in the different areas of knowledge and in one's professional practice, with the aim of contributing to the achievement of fairness and equality in society at large.	D1
To be able to communicate, both orally and in writing, in the two official languages (Spanish and Galician) and in a foreign language.	D2
To master the specific ICT techniques in their respective academic and professional fields.	D4
To acquire independent learning skills.	D5
Ability to adapt to new situations.	D6

Contents

Topic	
1. Strategic management of human resources	1.1. Introduction 1.2. Importance of the strategic management of human resources 1.3. Evolution of the strategic management of human resources 1.4. Strategic management of human resources: steps
2. Analysis and description of work	2.1. Introduction 2.2. Analysis and description of work 2.3. Plan of performance for the analysis and description of work 2.4. How obtain the information of work? 2.5. Description of work 2.6. Specifications of work 2.7. Main utilities
3. Human resources planning	3.1. Introduction 3.2. Optimisation of the staff 3.3. Process of strategic planning of human resources 3.4. Flexibility in the place of work
4. Contracting of personnel	4.1. Introduction 4.2. Recruitment 4.2. Selection of personnel 4.3. Process of integration: socialisation
5. Professional careers planning	5.1. Introduction 5.2. Process of professional careers planning
6. Assessment of work	6.1. Introduction 6.2. Aims 6.3. Technicians of assessment of work

7. Performance management	7.1. Introduction 7.2. Phases of the performances management and evaluation system 7.3. Participants in the process 7.4. Technicians of performance evaluation 7.5. Biases 7.6. Performance management
8. Reward management	8.1. Introduction 8.2. General principles of reward management 8.3. Aims of reward management 8.4. Reward management design
9. Training management	9.1 Introduction 9.2. Basic principles of training 9.3. Types of training 9.4. Training planning

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	40	70
Case studies	14	20	34
Learning-Service	0	10	10
Debate	1	4	5
Essay questions exam	1	0	1
Self-assessment	0	5	5
Objective questions exam	0	24	24
Essay questions exam	1	0	1

*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies

	Description
Lecturing	The professor will expose the contents of the subject of personnel management that are included in the contents of this subject.
Case studies	Students will develop exercises or case studies under the guidelines and supervision of the professor.
Learning-Service	Learning-Service is inside the plan of promotion of the Learning Service in the Universidade of Vigo promoted by the Vicerreitoría of Social Responsibility, Internationalisation and Cooperation. The activity is voluntary.
Debate	Preparation and exhibition of ideas and arguments on a subject or relative subject to the matter. Voluntary activity.

Personalized assistance

Methodologies	Description
Lecturing	Students will be able to solve doubts in relation to any aspect of the subject, as well as attention to their needs and queries related to the study and/or topics related to the discipline, providing guidance, support and motivation in the learning process. These personalised attention will be held in office 204 of the Faculty of Public Administration and Management. The schedule of the personalised attention can be consulted in the following link: https://www.uvigo.gal/es/universidad/administracion-personal/pdi/adela-garcia-pintos-escuder
Case studies	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Learning-Service	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Debate	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Tests	Description
Essay questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Self-assessment	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
Essay questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.

Objective questions exam	Personalised attention to the students in schedule of personal attention for the resolution of their doubts.
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Assessment						
	Description	Qualification	Training and Learning Results			
Essay questions exam	It is a mid-term exam oriented to the application of the concepts developed in the subject. The date will be communicated through Moovi and it will take place during class time.	30	A2 A3 A4 A5	B1 B2 B4 B5 B6	C7	D1 D2 D4 D5 D6
Self-assessment	Evaluation of the realisation of self-assessment activities programmed in Moovi. It's not admitted the delivery by any another way.	5	A2 A3	B1 B4 B6		D5
Objective questions exam	Tests that include closed questions with different answer alternatives (true/false, multiple choice, pairing of items...). These tests will be carried out on the Moovi platform.	35	A2 A3	B1 B4 B6		D6
Essay questions exam	It is an exam oriented to the application of the concepts developed in the subject.	30	A2 A3 A4 A5	B1 B2 B4 B5 B6	C7	D1 D2 D4 D5 D6

Other comments on the Evaluation

EVALUATION MODALITY CHOICE

Students may choose to be evaluated through the continuous evaluation system, or alternatively opt for Global Evaluation. The default evaluation is continuous evaluation. The students will be able to choose the global evaluation according to the procedure and the term established by the center. Choosing a global assessment implies waiving the right to continue evaluating through the remaining continuous assessment activities and the qualification obtained up to that moment in any of the tests that have already taken place.

CONTINUOUS EVALUATION

It is the evaluation system that is applied to students if they do not expressly waive continuous evaluation.

The following exams will be carried out throughout the course:

- Exam of objective questions (35%). Various multiple choice tests will be carried out on the Moovi platform.
- Development questions exam 1 (30%). There will be a theoretical-practical exam in the middle of the semester. It will be done during class time. The date will be communicated through Moovi.
- Self-assessment (5%): There are different self-assessment activities scheduled on the Moovi platform for each of the topics of the subject.
- Development questions exam 2 (30%): A theoretical-practical exam will be carried out on the same day as the official global evaluation date of the first opportunity.

2nd chance

The form of evaluation in the second call is the same as in the first, and it is not possible to change the type of evaluation. In this case, the students will have the opportunity to recover those exams that they had not passed in the first call (grade less than 5) as well as those that they had not taken. For the rest of the exams, the grade obtained in the first call will be kept.

The deadlines to recover the objective and self-assessment question exams will be indicated through the Moovi platform. In the case of the development questions exams, this will take place on the same day as the official global evaluation date of the second chance.

Final grade calculation

The final mark will be calculated taking into account the following:

- In the sum of the qualifications of the exams of development questions 1 and 2 is less than 4 out of 10, the final qualification will be the result of the sum of these two exams.
- In the sum of the qualifications of the development questions exams 1 and 2 is equal to or greater than 4 out of 10, the final qualification will be the result of the sum of the qualifications obtained in the development questions exams 1 and 2, self-assessment and exam of objective questions.

GLOBAL EVALUATION

In case of express resignation to the continuous evaluation, the students will be evaluated by means of an examination of development questions and objective questions that will be 100% of the qualification of the subject. Given the length of the exam, students who take the global evaluation must have 3 hours to complete them from the official start time of the subject exam according to the official calendar.

The dates and times of the global assessment tests (first and second chance) are those specified in the assessment test calendar approved by the Faculty Board for the 2023/24 academic year.

In case of conflict or disparity between exam dates, those published on the Faculty website <http://webfdxp.webs.uvigo.es/gl/docencia/exames/> will prevail.

SERVICE LEARNING

This subject is part of the Service Learning promotion plan at the University of Vigo promoted by the Vice-responsibility of Social Responsibility, Internationalization and Cooperation.

The Service Learning (ApS) activity is voluntary. Only 3 students or students can do it. In the event that there are more applications than places, it will be chosen by file. The form and deadlines to adhere to the plan will be indicated on the Moovi platform by the teacher.

The ApS involves the development of a series of activities by the group, guided at all times by the teacher. The student body will be able to obtain up to a maximum of 1 points and will be exempt from carrying out part of the tests of objective questions. Adherence to this plan implies waiving the qualification of these exempt activities.

DEBATE

During the course, students will be asked to hold a debate on a topical topic. In it, the students must work autonomously on this topic and present their ideas and arguments.

The activity is voluntary but assessable (maximum 0.5 points). Those students who decide to participate will be added to the grade obtained to the final grade for the subject, taking into account the circumstances explained in the "Final grade calculation".

NOT PRESENTED

Students who do not participate in the continuous evaluation or the global evaluation will appear in the minutes as "not presented".

NEXT COURSES

If the subject is not passed in the 2023-24 academic year, the student must take it again, adapting to the teaching guide that is in force for the academic year in question and, therefore, will not retain any of the grades obtained in the

present course.

RECOMMENDATIONS

The information on the evaluation exams, their format, length, evaluation rubric and delivery channels will be detailed through the Moovi platform. It is the responsibility of the student or student to be attentive to the information uploaded and collect the specific and complementary information that is necessary to pass the subject.

Students are recommended to take into account Title VII (On the use of illegal means), of the Regulations on the Evaluation, qualification and quality of teaching and the student learning process:

<https://secretaria.uvigo.gal/uv/web/regulations/public/show/565>

Sources of information

Basic Bibliography

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Gestión de recursos humanos.**, Prentice-Hall, 2019

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Managing Human Resources**, 7, Pearson, 2013

Fernández Sánchez, E. y Junquera Cimadevilla, B., **Iniciación a los recursos humanos.**, Septem Ediciomes, 2013

Complementary Bibliography

DELGADO, M. I.; GÓMEZ, L.; ROMERO, A. M. y VÁZQUEZ, E., **Gestión de recursos humanos del análisis teórico a la solución práctica**, Pearson, 2006

Rubió Sanchez, T., **Recursos humanos: dirección y gestión de personas en las organizaciones.**, Ediciones Octaedro, S.L., 2016

SILVA GONZÁLEZ, M.M. et al., **Las Relaciones humanas en la empresa**, Paraninfo, 2008

Velando Rodríguez, M. Elena, **Manual Práctico de Planificación de Necesidades de Recursos Humanos : ejercicios comentados de planificación cuantitativa de corto y largo plazo**, 2020

Recommendations

Subjects that continue the syllabus

Management of People: Organization and Functions/P07G092V01205

Other comments

The information on the evaluation exams, their format, length, evaluation rubric and delivery channels will be detailed through the Moovi platform. It is the responsibility of the student or student to be attentive to the information uploaded and collect the specific and complementary information that is necessary to pass the subject.

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It will be a necessary requirement for the development of the subject that the teaching staff of the same can have an updated PHOTOGRAPH of the students that must be uploaded to the platform at the beginning of the course, and always before September 30.

The sole purpose of processing this data is so that the subject's teachers can verify the identity of the students enrolled in it. The basis of legitimacy for the treatment of this data is carried out in application of the provisions of article 6.1y) of the RXPd in which the treatment is necessary for the exercise of public powers conferred on the person responsible for the treatment based on article 9 of the Law 39/2015, of October 1, of the common administrative procedure of public administrations and in article 25.7 of RD 1791/2010, of December 30, for which the University Student Statute is approved. Access to the image and personal data of the students is only allowed to the teaching staff of each subject to carry out the academic activities indicated in this teaching guide and they will not be used or disclosed for any other purpose, having to observe the corresponding duty of confidentiality of the same.

More information: <https://www.uvigo.gal/proteccion-datos>