IDENTIFYING DATA

Management of People: Organization and Functions

Subject	Management of People: Organization and Functions			
Code	P04G095V01205			
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	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. 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. Thus the program that to continuation presents pretends to contribute, or at least present, the instruments that can apply in this type of organisations. Matter of the program *English *Friendly: The/ace international students will be able to request to the *profesorado: to) material and bibliographic references for the follow-up of the matter in English, *b) attend the *tutorías in English, *c) proofs and evaluations in English.			

Skills

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	Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
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	To acquire independent learning skills.

Learning outcomes

Expected results from this subject	Training and Learning Results
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.	A1
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	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.	A3
Students will be able to present information, ideas, problems and solutions both to specialist and non-specialist audiences.	A4
Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.	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. Work management	2.1. Introduction 2.2. Previous concepts 2.3. Work management and organisational structure 2.4. Approaches for the design of work 2.6. Flexibility
3. Analysis and description of work	3.1. Introduction 3.2. Analysis and description of work 3.3. Plan of performance for the analysis and description of work 3.4. How obtain the information of work? 3.5. Description of work 3.6. Specifications of work 3.7. Main utilities
4. Human resources planning	4.1. Introduction 4.2. Optimisation of the staff 4.3. Process of human resources strategic planning
5. Contracting of personnel	5.1. Introduction 5.2. Recruitment 5.2. Selection of personnel 5.3. Process of integration: socialisation
6. Professional careers planning	6.1. Introduction 6.2. Process of professional careers planning

7. Assessment of work	7.1. Introduction
	7.2. Aims
	7.3. Technicians of assessment of work
8. Performance management	8.1. Introduction
	8.2. Phases of the performances management and evaluation system
	8.3. Participants in the process
	8.4. Technicians of performance evaluation
	8.5. Biases
	8.6. Performance management
	8.7. Control
9. Reward management	9.1. Introduction
	9.2. General principles of reward management
	9.3. Aims of reward management
	9.4. Reward management design
10. Training management	10.1 Introduction
	10.2. Basic principles of training
	10.3. Types of training
	10.4. Training planning

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	14	38	52
Programmed instruction	0	47	47
Autonomous problem solving	0	50	50
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	Exhibition by part of the professor in the Remote Campus of the contents on the matter object of study, theoretical bases and/or guidelines of a work, exercise or project that has to develop the students.
Programmed instruction	Programming of the learning-teaching process through teaching and organizational materials uploaded to the virtual space of the subject.
Autonomous problem solving	Activity in which exercises and multiple choice tests related to the subject are formulated. Students must carry out these activities autonomously and be delivered through the Moovi platform for evaluation

Personalized assistance

Methodologies	Description
Lecturing	Students will be able to solve doubts in relation to any aspect of the subject (content, work or practices), as well as attention to their needs and questions related to the study and / or subjects related to the discipline, providing guidance, support and motivation in the learning process. The tutorials will be carried out by telematic means (email, remote campus, question forums at Moovi). Specific forms of communication as well as timetables will be indicated at the beginning of the course.
Autonomous problem solving	Students will be able to solve doubts in relation to any aspect of the subject (content, work or practices), as well as attention to their needs and questions related to the study and / or subjects related to the discipline, providing guidance, support and motivation in the learning process. The tutorials will be carried out by telematic means (email, remote campus, question forums at Moovi). Specific forms of communication as well as timetables will be indicated at the beginning of the course.
Programmed instruction	Students will be able to solve doubts in relation to any aspect of the subject (content, work or practices), as well as attention to their needs and questions related to the study and / or subjects related to the discipline, providing guidance, support and motivation in the learning process. The tutorials will be carried out by telematic means (email, remote campus, question forums at Moovi). Specific forms of communication as well as timetables will be indicated at the beginning of the course.

Assessment

Description	Qualification	Training and Learning Results

Autonomous problem solving	Participation and performance of the different programmed activities will be evaluated. Includes self-assessment activities These activities will be delivered through the Moovi platform, not admitting delivery by any other means.	40	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C7	D1 D2 D4 D5 D6
Essay questions exam	It treats of a proof to final of course oriented to the application of the concepts developed in the subject.	60	A1 A2 A3 A4 A5	B1 B2 B4 B5 B6	C7	D1 D2 D4 D5 D6

Other comments on the Evaluation

FINAL NOTE.

It is an essential requirement to add the part of continuous evaluation (solving problems autonomously) at least having obtained a 4 out of 10 points in the final exam.

2nd CALL

The form of evaluation in the June call is the same as in January.

a) There is no possibility of improving the grade of the continuous assessment part for the June call, since they are activities scheduled throughout the course.

b) If the subject is not passed in this call, the student will have to take it again adapting to the teaching guide that is in force in the academic year in question and, therefore, will not keep any of the grades obtained in this course

Sources of information

Basic Bibliography

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Gestión de recursos humanos.**, 9788490352984, Prentice-Hall, 2019

GOMEZ-MEJIA, L. R., BALKIN, D. B. y CARDY, R. L., **Managing Human Resources**, 9780132729826, 7, Pearson, 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**, 978-84-8322-307-9, Pearson, 2006

Fernández Sánchez, E. y Junquera Cimadevilla, B., **Iniciación a los recursos humanos.**, 9788415279990, Septem Ediciomes, 2013

Rubió Sanchez, T., **Recursos humanos: dirección y gestión de personas en las organizaciones.**, 978-84-9921-823-6, Ediciones Octaedro, SL., 2016

SILVA GONZÁLEZ, M.M. et al,, **Las Relaciones humanas en la empresa**, 978-84-283-3169-2, 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**, 9798689165295, 2020

Recommendations

Subjects that continue the syllabus

Management of Human Resources: Lists of Posts and Multilevel Public-Sector Job Offers/P04G092V01206

Contingency plan

Description

=== SCHEDULED EXCEPTIONAL MEASURES ==

Due to the uncertain and unpredictable evolution of the sanitary alert caused by the COVID- 19, the University will trigger extraordinary measures when the authorities and the institution determine so. These measures attend security, health, and responsibility criteria and guarantee the teaching in a non entirely on-site environment. These already scheduled measures ensure, at the prescriptive moment, a more flexible and effective educational development when being known beforehand by students and readers through the teaching normalized and institutionalized tool DOCNET.

=== METHODOLOGY ADAPTATION ===

No modifications in the teaching methodology are expected, except the online provision of the theoretical contents.

Electronic mail and remote campus will provide students' online attention mechanisms (tutoring) during the scheduled time.

=== EVALUATION ADAPTATION ===
No modifications are scheduled in the evaluation methods, apart from the possibility that any of the evaluation tasks may be required to be off-site.