

Degree	Type	Year	Semester
2500261 Education Studies	OT	4	0

## Contact

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## Use of languages

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: No

## Teachers

Sonia Fajardo Martínez

## Prerequisites

It is recommended to have passed the subjects: Design, monitoring and evaluation of plans and programs -2n-, models and training strategies to -3r- Organizations, Organizational Development and Educational Institutions -3r-.

## Objectives and Contextualisation

Management and development of human resources in organizations is a major challenge for education professionals as they must be able to integrate the needs and interests of organizations with those of workers. These needs involve being able to manage talent and enhance skills, managing development processes to consolidate the teams in organizations. Human capital is today, in a society like ours, the main active of organizations.

With these premises, the course aims to develop future professionals skills for their intervention within organizations. It aims to analyze, manage and evaluate different management policies and human resource development, and implement various processes and effective tools.

The objectives of the course are:

- Analyze the evolution of managing people in organizations within a complex and global context, and gain a strategic view of the current function.
- Identify the different policies and processes integrated management of human resource development in organizations
- Design tools for human resource development adapted and effective in each context and organization.

## Skills

- Administer and manage centres, institutions, services and educational and training resources.

- Analyse and recognize ones own socio-emotional skills (in terms of strengths, potentials and weaknesses) to develop those necessary for work and professional development.
- Participate and get involved in the events, meetings and events of the institution to which one belongs.
- Work in teams and with teams (in the same field or interdisciplinary).

## **Learning outcomes**

1. Analyse the relationship between organizational structure and human resource planning.
2. Avoid decisions or judgments about people based on preconceived ideas or prejudices
3. Design recruitment techniques and processes.
4. Form teams that are capable of carrying out activities effectively both in person and remotely in different ways.
5. Participating actively in guided and supervised activities.

## **Content**

1. Human resources in organizations
  - 1.1 The evolution of the management of people in organizations
  - 1.2 Prospects for the future of HR management
  - 1.3 Functions of the HR department
  - 1.4 The cycle of people in organizations
2. HR policies
  - 2.1 Introduction to HR policies
  - 2.2 The strategic and comprehensive vision with all institutional policies
  - 2.3 Definition of jobs and skills.
  - 2.4 Management competency.
  - 2.5 Selection
  - 2.6 Performance evaluation.
  - 2.7 Motivation, compensation and benefit.
  - 2.8 Other HR policies: equality plan, risk prevention, labor relations, and communication
3. HR Development
  - 3.1. HR policies and training policies
  - 3.2. Strategic policy planning and development training
  - 3.3. Management skills and training
  - 3.4. Career plans and promotion.
  - 3.5. Talent management
  - 3.6. Etics and training.
  - 3.7. The HR professional: profile and functions
4. Evaluation of HR and training evaluation

- 4.1. Integrated assessment model HR
- 4.2. Performance evaluation and training
- 4.3. Evaluation of transfer of training
- 4.4. Assessing the impact of training
- 5. HR consulting and training

## Methodology

The center in the teaching-learning process is the student; the methodology is planned from this view:

-Presentation of the main contents by the lecturer. It is done with the whole group class and allows the presentation of the main content through an open participation of students. The active participation of students will be encouraged, as a way of sharing the learnings that are being achieved

-Spaces of work in small groups, supervised by teachers. The activities will be a way to practice the contents worked in the large group. The activities will be document analysis, data interpretation and reporting, case resolution and design of RRD strategies and tools

## Activities

Title	Hours	ECTS	Learning outcomes
<b>Type: Directed</b>			
Directed	45	1.8	1, 4, 3, 2, 5
<b>Type: Supervised</b>			
Supervised	30	1.2	1
<b>Type: Autonomous</b>			
Autonomous	75	3	1, 3

## Evaluation

Evaluation activities:

BLOCK 1

theoretical test of Units 1 to 6: 50% of grade

BLOCK 2

Group work description HR policies in an organization: 30% of grade

Two practical activities of management and development of human resources: 20% of grade

Class attendance is mandatory: the student must attend a minimum of 80% of classes, otherwise it will be deemed not filed.

In order to pass the course, student must pass each of the two blocks of evaluation activities.

Plagiarism will be a reason of a fail mark of the subject

## Evaluation activities

Title	Weighting	Hours	ECTS	Learning outcomes
Exam	50%	0	0	1, 3, 5
Group essay	30%	0	0	4, 3, 2
Practical activities	20%	0	0	1, 3

## Bibliography

1. Albizu Gallastegi, Eneka (coord) y otros. **Dirección estratégica de los recursos humanos : teoría y práctica.** (2001) Madrid.
2. Alles, Martha Alicia. **Desarrollo del talento humano : basado en competencias.** (2008) Granica. Buenos Aires.
3. Alles, Martha Alicia. **Gestión por competencias: el diccionario.** (2006) Granica. Buenos Aires.
4. Alles, Martha Alicia. **Diccionario de comportamientos: gestión por competencias.** (2006) Granica. Buenos Aires.
5. Blanco Belda, Javier. **AEDIPE: Desarrollo del talento.** (2008) Prentice-Hall. Madrid.
6. Bechker, Brian E. y otros. **El cuadro de mando de RRHH. Vinculando personas, la estrategia y el rendimiento de la empresa.** (2001) Gestión 2000. Barcelona.
7. Cardona Soriano, Pablo. **Las claves del talento** (2002). Empresa Activa. Barcelona
8. Casas Romeo, Agusti. **Desenvolupament de recursos humans** (2003) Edicions de la universitat de Barcelona. Barcelona.
9. Gómez Mejía, Luis y otros. **Gestión de recursos humanos.** (2008) Pearson-Prenetice Hall. Madrid
10. Instituto de Estudios Laborales de ESADE. **Informe Cranfield. Gestión estratégica de Recursos Humanos.** 2004-2005.
11. Oltra Comorera, Victor (coord) y otros. **Desarrollo del factor humano.** (2005) Editorial UOC. Barcelona.
12. Porret Gelabert, Miquel. **Recursos humanos : dirigir y gestionar personas en las organizaciones** (2006) Madrid.
13. Valle Cabrera, Ramón y otros. **La gestión estratégica de los Recursos Humanos.** (2006). Pearson-Prentice Hall. Madrid.

## Enllaços web:

<http://www.mtas.es>

[www.aedipe.es](http://www.aedipe.es)

<http://www.astd.org/astd/>

<http://www.arearh.com/>

[http://www.earli.org/special\\_interest\\_groups/learning\\_professional](http://www.earli.org/special_interest_groups/learning_professional)

<http://www.empresaysociedad.org/>

<http://www.som.cranfield.ac.uk/som/>