People Management Tools

2023/2024

Code: 43167
ECTS Credits: 6

Degree	Type	Year	Semester
4313788 Management of Human Resources in Organizations	OB	0	2

Contact

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Teaching groups languages

You can check it through this link. To consult the language you will need to enter the CODE of the subject. Please note that this information is provisional until 30 November 2023.

Teachers

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Irene Carracedo Gil

David Menoyo Vilalta

Prerequisites

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Prerequisites are not requested.

Objectives and Contextualisation

The module aims to offer students knowledge based on practical and experiential learning - through experience - of the main HR management tools, emphasizing relational skills.

At the end of the module, students will be able to put into practice negotiation, interview and presentation techniques, recognizing their skills and weaknesses in each of the communication areas.

-Knowing one's own style, personal strengths and weaknesses in dealing with different communication situations
-Identify the requirements and characteristics of the different communication scenarios associated with human resources management.

-Design and make different types of presentations.
-Put into practice the negotiation strategies acquired in the development of the corresponding module.
-Put the coaching process into practice

Competences

- Continue the learning process, to a large extent autonomously
- Present proposals, reports and results effectively to different types of interlocutor.
- Provide technical advice on human resources matters for different areas of an organisation.
- Reflect critically on one's own performance, identifying strong points and areas for improvement.

Learning Outcomes

1. Adapt spoken communication and gestures to different interlocutors.
2. Communicate effectively with interlocutors who vary in their forms of expression.
3. Identify opportunities to acquire or improve critical skills in human resources management.
4. Identify strong and weak points in handling basic human resources tools and techniques.
5. Seek out important feedback to improve one's own performance.

Content

Content

1- Public Speaking

1.1. Self-control. Definition, functions and learning methodology

1.2. Communication. Definition, functions and learning methodology

1.3. Coping techniques

2- The Interview

2.1. Communication: role of human resources

2.2. Communication style

2.3. Carrying out different types of interviews

2.4. Self-evaluation

3- Participatory decision-making: the Meetings

3.1. Preparation of the meeting

3.2. How to lead the meeting

3.3. Following up on the meeting

4- Negotiation and Conflict Resolution

4.1. Experience-based negotiation process

4.1. Analysis and identification: key concepts, self-evaluation

5- Coaching

Methodology

Methodology

The teaching methodology used for this module will be varied, combining explanations and presentations of the content with praxis taking place in the classroom.

Training activities:

Master classes where you will develop the most relevant concepts in the module.

Practice using the main HR management tools, analysing and reflecting on the abilities required and their development.

Role playing, debates, simulations and cases to contextualise the content learnt in the classroom, in laboratory mode with the students using the tools.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Classroom discussions	4	0.16	5
Collaborative teaching sessions	8	0.32	2
Group practices	24	0.96	1, 5, 2
Master class sessions	8	0.32	3
Type: Supervised			
Group Tutors	15	0.6	5
Virtual monitoring of the project and activities	20	0.8	5, 4
Type: Autonomous			
Activity development	41	1.64	1
Searching for information	30	1.2	3

Assessment

The evaluation of the evidence will be linked to the learning process throughout the module.

Unique assessment

Article 265. Avaluació única

2. La sol·licitud d'avaluació única suposa la renúncia a l'avaluació continuada, i implica el lliurament en una única data del nombre necessari d'evidències avaluadores per acreditar i garantir la consecució dels objectius i els resultats d'aprenentatge establerts en l'assignatura.

The single evaluation does not imply non-attendance to the face-to-face sessions. During the face-to-face sessions, activities that are necessary to satisfactorily complete the evaluation evidences can be carried out.

Students who choose the single evaluation option will present, once the module is finished, the same evidences foreseen for the continuous evaluation modality.

The same resit system as the continuous assessment will be applied.

Retakes

Students who fail to reach the established criteria to pass the module and those who have been evaluated in a set of activities with a weighting of two-thirds of the total score for the module may retake it.

The minimum mark to retake the module is 3.5.

Evaluation Guidelines of theFaculty of Psychology: https://www.uab.cat/doc/DOC_PautesAvaluacio_FP_23-24

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Assignment 1: Public Speaking	25%	0	0	1, 5, 2
Assignment 2: Interview Skills	25%	0	0	1, 5, 2, 4
Assignment 3: Negotiation and Conflict Resolution	25%	0	0	5, 4, 3
Assignment 4: Coaching	25%	0	0	4, 3

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Software

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