



**Syllabus of the educational discipline**  
*«Personnel management and organizational behavior»*

<b>Specialty</b>	<i>073 Management</i>
<b>Educational program</b>	<i>073.040 Business administration</i>
<b>Level of education</b>	<i>Second (master)</i>
<b>Discipline status</b>	<i>Base</i>
<b>Teaching language</b>	<i>English</i>
<b>Course / semester</b>	<i>1<sup>st</sup> course, 1<sup>st</sup> semester</i>
<b>Number of credits ECTS</b>	<i>5</i>
<b>Distribution by types of trainings and hours of study</b>	<i>Lectures – 18 hours. Practical studies (seminars) – 22 hours. Independent training – 110 hours.</i>
<b>Form of final assessment</b>	<i>Exam</i>
<b>Department</b>	<i>Management and Business Department, 703 (library block), Tel. +38 (057) 702-01-46 (additional 2-96), <a href="http://www.kmib.hneu.edu.ua">http://www.kmib.hneu.edu.ua</a></i>
<b>Teacher (-s)</b>	<i>Nazarov Nikita Konstantinovich, PhD, associate professor</i>
<b>Teacher's contacts</b>	<i>nikita.nazarov@hneu.net</i>
<b>Days of the classes</b>	<i>Wednesday, from 8.30 to 11.50 a.m.</i>
<b>Consultations</b>	<i>Thursday, from 10.00 to 12.00 at room 703 (library block); direct encounter; according to schedule; individual</i>
<b>The purpose of the discipline is the formation of complex theoretical knowledge and practical skills for development and implementation of personnel policy in modern organizations, rational selection of employees for positions and the formation of an effective workforce.</b>	
<b>Prerequisites for learning</b> Knowledge of humanitarian subjects and of fundamental subjects "Economic Theory", "Microeconomics", "Macroeconomics", "Basis of Management", "Economy of Enterprises". Be able to have next competencies: Give employee individual characteristics (strong and weak traits); provide a high level of labor discipline employees in the company and improve it; draw up an action plan of career guidance in the workplace enterprise.	
<b>Content of the educational discipline</b> <b>Content module 1:</b> theoretical and practical basis of personnel management. <b>Theme 1.</b> Concept of power and leadership in personnel management system. <b>Theme 2.</b> Personnel management as a social system. <b>Theme 3.</b> HR policy and HR strategy in organization. <b>Theme 4.</b> Personnel planning in organizations. <b>Theme 5.</b> The nature of choosing and recruitment of personnel. <b>Theme 6.</b> Organizing of activities and functions of the staff <b>Content module 2:</b> foundations of organizational behavior. <b>Theme 7.</b> Conceptual basis of organizational behavior. <b>Theme 8.</b> Cohesion and social development of the collective. <b>Theme 9.</b> Personnel evaluation in the organization. <b>Theme 10.</b> The nature of ration, development, career rising of personnel. <b>Theme 11.</b> The managing process of personnel dismissal. <b>Theme 12.</b> Social partnership in the organization. <b>Theme 13.</b> The efficiency of personnel management	
<b>Material and technical support (software) of the discipline</b> <i>Using tools of MS Office, Zoom conference tool, Moodle</i>	
<b>Course page on the Moodle platform (personal training system)</b>	<i>Course review, lectures, practices, individual tasks, technological map, syllabus <a href="https://pns.hneu.edu.ua/course/view.php?id=5457">https://pns.hneu.edu.ua/course/view.php?id=5457</a></i>



### Recommended literature

1. Лепейко Т. І. *Управління персоналом підприємства в умовах невизначеності (поведінковий підхід) : монографія / Т. І. Лепейко, О. М. Миронова. – Х.: Вид. ХНЕУ, 2010. – 236 с.*
2. Edvinsson L. *Intellectual Capital. Realizing Your Company's True Value by Finding Its Hidden Brainpower / L. Edvinsson, M. S. Malone – N. Y. : Harper Business, 1997. – 456 p.*
3. Stewart T. A. *Intellectual Capital. The New Wealth of Organizations / T. A. Stewart. – N. Y. : Doubleday, 1997. – 356 p.*

### Assessment system of learning outcomes

Total points:100 (60 – provisional; 40 – examination test).

Minimal points to pass subject:60 (35 – provisional; 25 – examination test)

More detailed information on assessment is given in the technological card of the discipline.

### Accumulation of rating points in the discipline

Types of training	Max points
Lectures	5
Practical tasks	11
Practical cases	12
Seminar	4
Written Test	10
Colloquium	14
Essay	4
Exam	40
<b>Max points</b>	<b>100</b>

### Transference of Simon Kuznets KHNUE Characteristics of Students' Progress into the System of the ECTS Scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale	
		for exam, differentiated test, course project (work), practice, training	for pass
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	
35 – 59	FX		
1 – 34	F		not pass

### Discipline policies

Within the course students receive the necessary knowledge during lectures and seminars, carrying out practical tasks and individual training and testing tasks. Also of great importance in the process of learning and getting knowledge is independent work of students.

All these types of activities developed in accordance with the provisions of the Bologna Declaration.

**More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline. Link: <https://pns.hneu.edu.ua/course/view.php?id=5457>.**

Syllabus approved at the meeting of the Management and Business Department Protocol № 2 from 27.08.2020