



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

<b>Specialty</b>	073 Management
<b>Educational program</b>	Business administration
<b>Level of education</b>	Master (second)
<b>Discipline status</b>	Compulsory
<b>Teaching language</b>	English
<b>Course / semester</b>	1 course, 1 semester
<b>Number of credits ECTS</b>	4
<b>Distribution by types of trainings and hours of study</b>	Lectures – 14 hours. Practical studies – 16 hours. Laboratory – 0 hours. Independent training – 90 hours.
<b>Form of final assessment</b>	Exam
<b>Department</b>	Department of Management and Business, 61166, Kharkiv, Nauky avenue, 9-A, Library building, 7th floor, room 703 Tel. +38 (057) 702-01-46 (additional 2-96) Web-site: <a href="http://www.kmib.hneu.edu.ua">http://www.kmib.hneu.edu.ua</a>
<b>Teacher (-s)</b>	Nazarov Nikita Costiantinovich, Candidate of Economic Sciences, Associate Professor, Majstrenko Olha Valentinivna, Candidate of Economic Sciences, Associate Professor.
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<b>Days of the classes</b>	According to the current schedule of classes
<b>Consultations</b>	According to the consultation schedule
<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, evaluation and development workers, as well as purposeful use of their potential.</b>	
<b>Prerequisites for learning</b> «Management», «Strategic Management», «Human resource management»	
<b>Content of the educational discipline</b>	
<b>Content module 1.</b> Theoretical foundations and practical aspects of personnel management	
<b>Theme 1.</b> The nature of the personnel management	
<b>Theme 2.</b> Personnel management as a social system	
<b>Theme 3.</b> Personnel planning in organizations	
<b>Theme 4.</b> The nature of choosing and recruitment of personnel	
<b>Content module 2.</b> Organizational behavior at enterprises	
<b>Theme 5.</b> Organizing of activities and functions of the staff	
<b>Theme 6.</b> Formation of teams in organizations	
<b>Theme 7.</b> Cohesion and social development of the collective	
<b>Theme 8.</b> Personnel evaluation in the organization	
<b>Course page on the Moodle platform (personal training system)</b>	Working Plan of discipline Syllabus of the educational discipline Lectures (presentations), Seminars (List of questions), Homeworks; Tests, Additional learning materials. <a href="https://pns.hneu.edu.ua/course/view.php?id=5457">https://pns.hneu.edu.ua/course/view.php?id=5457</a>



### Assessment system of learning outcomes

The final score in the discipline is calculated taking into account the points obtained during the current control of the accumulative system and examination test. The total result in points for the semester before examination test is: "35 or more points - passed", "34 or less points - not passed". In case of acceptance to examination test mark for it is: "25 or more points - passed", "24 or less points - not passed".

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	7
Practical studies	8
Tasks by topics	17
Presentations	8
Written Tests	20
<b>Exam</b>	<b>40</b>
<b>Max points</b>	<b>100</b>

### Discipline policies

The policy of the discipline is based on the principles of academic integrity and is determined by the system of requirements that the teacher imposes on the student when studying the discipline (rules of conduct in class, passes, mobile phone use, retransmission, etc.). Academic plagiarism policy.

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

Syllabus approved at the meeting of the Department «Management and Business». Protocol № 13  
from 22 June 2021