**SYLLABUS TO THE SUBJECT/SYLABUS DO PRZEDMIOTU**

|  |  |
| --- | --- |
| Item Name/Nazwa przedmiotu | **HR project management** |
| Direction/Kierunek | Management |
| Form of study/Forma studiów | Stationary |
| Level of education/Poziom kształcenia | Second degree |
| Year/Rok | 2 |
| Semester/Semestr | 3 |
| Guide unit/Jednostka prowadząca | Department of Applied Sociology and Human Resource Management |
| Drafter/Osoba sporządzająca | Agata Przewoźna-Krzemińska, PhD |
| Profile/Profil | General academic |
| Number of ECTS credits/Liczba punktów ECTS | 4 |

**TYPE OF CLASSES – NUMBER OF HOURS PER SEMESTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lecture/Wykład | Exercise/Ćwiczenia | Laboratory/Laboratorium | Project/Projekt | Seminar/Seminarium |
| **15 E** | **30** |  |  |  |

**COURSE DESCRIPTION/OPIS PRZEDMIOTU**

**PURPOSE OF THE COURSE/CEL PRZEDMIOTU**

**C1.** To present students with the concept, subject and meaning of project management assumptions in the area of HR.

**C2.** Obtaining by students the ability  to develop an HR project in order to manage the HR department

**PREREQUISITES FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCIES/WYMAGANIA WSTĘPNE W ZAKRESIE WIEDZY, UMIEJĘTNOŚCI I INNYCH KOMPETENCJI**

**1.** The student has a general knowledge of the theory of organization management

**2.** The student has knowledge of project management in the HR department

**3**. The student has a general knowledge of project construction andmanagement in the HR department

**LEARNING OUTCOMES/EFEKTY UCZENIA SIĘ**

**EU 1** – The student is able to discuss the concept of management in the HR department

**EU 2** – The student is able to identify and discuss the tools used in managing an HR project

**EU 3** – Student is able to design a project in the area of HR

**EU 4 –** The student is able to demonstrate the importance of managing an HR project

**CURRICULUM CONTENT/TREŚCI PROGRAMOWE**

|  |  |
| --- | --- |
| **Form of classes/Forma zajęć –LECTURE/ WYKŁAD** | **Number of hours/Ilość godzin** |
| **In the 1.** The essence and purpose of human resources management in the context of strategic management | **1** |
| **In the 2.** Project management – theoretical conditions | **1** |
| **In the 3.** Competency-based human resource management | **1** |
| **In the 4.** Competency planning and management | **1** |
| **In the 5.** The role and tasks of HR departments in the organization | **1** |
| **In the 6.** Personnel controlling as an internal HRM system in an organization | **1** |
| **In the 7.** Designing the onboarding and preboarding process, reboarding in the  organization | **1** |
| **In the 8.** Initial phase in the recruitment and selection campaign for the implementation of the project | **1** |
| **In the 9.** Enterprise strategy and the incentive systems used | **1** |
| **In the 10.** Building coherent remuneration systems covering material and intangible factors. | **1** |
| **In the 11.** The role of organizational culture in the preparation and implementation of HR projects. | **1** |
| **In the 12.** Implementation of an HR project. | **1** |
| **In the 13.** Overview of HR project campaigns. | **1** |
| **In the 14.** HR project management – summary. | **1** |
| **In the 15.** Summary of lectures and discussion of the rules of the exam. | **1** |
| **Form of classes/Forma zajęć –EXERCISE/ ĆWICZENIA** | **Number of hours/Ilość godzin** |
| **CW 1.** Discussion of the assessment criteria and the rules for passing the course and preparing final papers. | 2 |
| **CW 2.** Discussion of the literature on the subject. | 2 |
| **CW 3.** Giving examples and principles of interpersonal communication in teamwork. | 2 |
| **CW 4.** Group integration, introduction of students. | 2 |
| **CW 5.** Constructing a job profile. | 2 |
| **CW 6.** Preparing a job description for HR projects | 2 |
| **CW 7.** Designing a system for recruiting employees to the project team. | 2 |
| **CW 8.** Designing a system for selecting employees for the project team. | 2 |
| **CW 9.** Preparation of tools for assessing employee competences. | 2 |
| **CW 10.** Factors influencing employee engagement and diversity management in an organization – examples, exercises, discussion. | 2 |
| **CW 11.** Preparing a project of motivational solutions on the example of a selected organization. | 2 |
| **CW 12.** PP presentation of prepared HR projects on the example of selected companies. | 2 |
| **CW 13.** PP presentation of prepared HR projects on the example of selected companies. | 2 |
| **CW 14.** PP presentation of prepared HR projects on the example of selected companies. | 2 |
| **CW 15.** Summary of the exercises. Final colloquium. | 2 |

**DIDACTIC TOOLS/NARZĘDZIA DYDAKTYCZNE**

1. Audiovisual equipment
2. Blackboard, chalk, markers
3. Textbooks, scientific publications
4. The e-learning platform

**METHODS OF ASSESSMENT (F- FORMATIVE, P - SUMMATIVE)/SPOSOBY OCENY ( F – FORMUJĄCA, P – PODSUMOWUJĄCA)**

**F1.** Completing the project involves implementing the project&apos;s assumptions and solving the indicated problems by students based on their knowledge

**F2.** Participation in the discussion (activity during classes)

**P1.** Colloquium

**P2.** Written exam

**STUDENT WORKLOAD/OBCIĄŻENIE PRACĄ STUDENTA**

|  |  |  |
| --- | --- | --- |
| **Form of activity/Forma aktywności** | **Average hours to complete an activity/Średnia liczba godzin na zrealizowanie aktywności** | |
| **[h]** | **ECTS** |
| Contact hours with the teacher (lecture, exercise)/Godziny kontaktowe kontaktowe z nauczycielem (wykłady, ćwiczenia) | 45 | 1,8 |
| Preparing for the exercise/Przygotowanie do ćwiczeń | 20 | 0,2 |
| Preparing to the exam/ Przygotowanie do egzaminu | 20 | 0,2 |
| Reading the indicated literature/Zapoznanie się ze wskazaną literaturą | 10 | 0,4 |
| Consultations**/**Konsultacje | 5 | 0,2 |
| **TOTAL NUMBER OF ECTS POINTS FOR ITEM/SUMARYCZNA LICZBA PUNKTÓW ECTS**  **DLA PRZEDMIOTU** | **100** | **4** |

**BASIC AND SUPPLEMENTARY LITERATURE/LITERATURA PODSTAWOWA I UZUPEŁNIAJĄCA**

**Basic Literature/Literatura podstawowa:**

1. Spałek S., *Project management in the enterprise. Perspective of the Fourth Industrial Revolution*, PWE, 2020.

2. [Nieto-Rodriguez A.Harvard](https://www.empik.com/szukaj/produkt?author=nieto-rodriguez+antonio)*Business Review. Project Management Handbook,*

 Rebis Publishing House, 2022.

3. [3 *HR projects you should know* - Maja Gojtowska | Gojtowska.com](https://gojtowska.com/2019/10/06/top-hr-manager-in-action/). <https://gojtowska.com/2019/10/06/top-hr-manager-in-action/>

4. Przewoźna-Krzemińska A.,   *Aspects of modern recruitment and selection of employees for organizations,* in: *Social, psychological and legal conditions of management of a modern organization. Selected issues* (eds.) Bazan-Bulanda A., Kwiatek A., Skiba M., wyd. PCz, Częstochowa 2020.

5. [*HR Project Management (hrpolska.pl)*](https://hrpolska.pl/zarzadzanie/narzedzia/zarzadzanie-projektami-hr.html)

6. Przewoźna-Krzemińska A., *The use of social media in the recruitment of employees from different generations, Determinants and dilemmas of human functioning in a modern organization,* ed. A. Czarnecka, F. Bylok, A. Przewożna-Krzemińska, Publishing House of the Częstochowa University of Technology, Częstochowa 2023.

**Supplementary Literature/Literatura uzupełniająca:**

1. Sander E., Jabłonowski M., *Employer branding. Practical Handbook*; https://www.calamari.pl/blog/33-polecane-ksiazki-o-hr-employer-brandingu-rekrutacji-i-hrbp, 2023.

2. Gojtowska M., *Employee onboarding. So that the beginning is not the end*, 2023, <https://www.calamari.pl/blog/33-polecane-ksiazki-o-hr-employer-brandingu-rekrutacji-i-hrbp>.

3. Przewoźna-Krzemińska A.,   *Renumeration and Trainings as HR Audit Components Increasing the Employee Motivation and Commitment,* [http://real.mtak.hu/41646/1/Management\_Organizations\_and\_Society-Agroinform-20 jan08-DOI\_CrossRef-Chapter\_2.2.pdf](http://real.mtak.hu/41646/1/Management_Organizations_and_Society-Agroinform-20%20jan08-DOI_CrossRef-Chapter_2.2.pdf)

4. Przewoźna-Krzemińska A.,   *Analysis of Competence Resources as a Key Recruitment Tool in Organizations*, Proceedings of the 9th International Conference on Management: "People, Planet and Profit: Sustainable business and society" (red.) ILLES Csaba Balint, Szent Istvan University Publishing, Godollo 2019.

5. Przewoźna-Krzemińska A.,    *Desired Competencies of the Employee of the Future as an Effect of Current Changes on the Labour Market*, (in:) *Challenges of Enterprise Management in the Industrial Region* (eds.) L. Knop, S. Olko, Scientific Society of Organization and Management. Organizer&apos;s House, Toruń 2021.

6.Material *Motivational Factors in the Opinion of Generatin Z Representatives, Sustainability - Security - Quality* (eds.) A. Albrychiewicz-Słocińska A., Karczewska, Ł. Skiba, Publishing House of the Częstochowa University of Technology, Częstochowa 2023.

**INSTRUCTOR OF THE COURSE (NAME, SURNAME, E-MAIL ADDRESS)/PROWADZĄCY ZAJĘCIA (IMIĘ, NAZWISKO, ADRES E-MAIL)**

1 .dr Agata Przewoźna-Krzemińska  [a.przewozna-krzeminska@pcz.pl](mailto:a.przewozna-krzeminska@pcz.pl)

2. Aleksandra Czarnecka, Ph.D., Eng., aleksandra.czarnecka@pcz.pl

**MATRIX OF THE IMPLEMENTATION OF LEARNING OUTCOMES/MACIERZ REALIZACJI EFEKTÓW UCZENIA SIĘ**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning Outcome/Efekt uczenia się** | **Reference an effect to program-wide defined effects/ Odniesienie danego efektu do efektów zdefiniowanych                dla całego programu** | **Course objectives/Cele przedmiotu** | **Curriculum content/Treści programowe** | **Teaching tools/Narzędzia dydaktyczne** | **Method of evaluation/Sposób oceny** |
| EU 1 | K\_W01, K\_U01, K\_U03, K\_K03 | C1 | W1-W15  QUARTER 3- QUARTER 15 | 1-3 | F1, F2 |
| EU 2 | K\_W01, K\_U01, K\_U03, K\_U05, K\_K03 | C1 | W1-W15  QUARTER 3- QUARTER 15 | 1-3 | F1, F2 |
| EU 3 | K\_W01, K\_U01, K\_U03, K\_U05, K\_K03 | C2 | W1-W15  QUARTER 3- QUARTER 15 | 1-3 | F1,F2 |
| EU 4 | K\_W01, K\_U01, K\_U03, K\_U05, K\_K02,K\_K03, | C2 | W1-W15  QUARTER 3- QUARTER 15 | 1-3 | F1,F2  P1, P2 |

**FORM OF ASSESSMENT - DETAILS/FORMY OCENY – SZCZEGÓŁY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Per grade 2/**  **Na ocenę 2** | **Per grade 3/**  **Na ocenę 3** | **Per grade 4/**  **Na ocenę 4** | **Per grade 5/**  **Na ocenę 5** |
| **Effect 1/ Efekt 1** | Student is unable to discuss the concept of management in the HR department | The student is able to discuss the concept of management in the HR department | The student is able to discuss the concept and subject of management in the HR department | The student is able to discuss the concept, subject of management in the HR department and its essence |
| **Effect 2/**  **Efekt 2** | The student is unable to identify and discuss the tools used in HR project management | The student is able to identify and discuss the few tools used in HR project management | The student is able to identify and discuss most of the  tools used in HR project management | The student is able to identify and discuss all the tools used in HR project management discussed during the course |
| **Effect 3/**  **Efekt 3** | The student is not able to indicate and discuss all the tools used in the HR area discussed during the course | The student is able to discuss and partially design a project in the area of HR | The student is able to identify and discuss most of the concepts related to the preparation of a project in the area of HR | The student is able to identify and discuss all the concepts covered during the course and is able to design a project in the area of HR |
| **Effect 4/**  **Efekt 4** | The student is unable to demonstrate the importance of HR project management | The student is able to analyze the basic problems related to the role of project management in the HR area, but is unable to solve them | The student is able to analyze and partially solve basic problems related to the importance of HR project management | The student is able to analyze    and solve basic problems related to the importance of project management in the area of HR |

\*A 3.5 half grade is awarded in the case of full credit for the learning outcomes with a 3.0 grade, but the student has not fully absorbed the learning for a 4.0 grade. A half-grade of 4.5 is awarded in the case of full credit for the learning outcomes with a 4.0 grade, but the student has not fully assimilated  the learning outcomes for a grade of 5.0./ \*Ocena połówkowa 3.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 3.0, ale student nie przyswoił w pełni uczenia się na ocenę 4.0. Ocena połówkowa 4.5 jest wystawiana w przypadku pełnego zaliczenia efektów uczenia się na ocenę 4.0, ale student nie przyswoił w pełni efektów uczenia się na ocenę 5.0.

**OTHER USEFUL INFORMAION ABOUT THE ITEM/INNE PRZYDATNE INFORMACJE O PRZEDMIOCIE**

Information where you can read presentations for classes, etc. - Information is provided during the first class and sent electronically to the addresses of individual dean’s groups./ Informacje, gdzie można zapoznać się z prezentacjami na zajęcia itp. - Informacje udzielane są podczas pierwszych zajęć i przesyłane drogą elektroniczną na adresy poszczególnych grup dziekańskich

Information on the place of classes - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o miejscu zajęć – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS.

Information on the date of classes (day of the week/time) - Information can be found on the website of the Faculty of Management and in the USOS system./ Informacja o terminie zajęć (dzień tygodnia/godzina) – Informacje znajdują się na stronie internetowej Wydziału Zarządzania oraz w systemie USOS

Information about consultations (hours + place) - Information is given during the first classes, it is also available on the website of the Faculty of Management./ Informacje na temat  godzin i miejsca konsultacji znajdują się na stronie internetowej Wydziału Zarządzania oraz podawane są na pierwszych zajęciach ze studentami.