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

|  |  |
| --- | --- |
| Item Name/Nazwa przedmiotu | **Employee Performance 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 Resources Management |
| Drafter/Osoba sporządzająca | Anna Albrychiewicz-Słocińska,  Aleksandra Czarnecka |
| Profile/Profil | General academic |
| Number of ECTS credits/Liczba punktów ECTS | 1 |

**TYPE OF CLASSES - NUMBER OF HOURS PER SEMESTER/RODZAJ ZAJĘĆ – LICZBA GODZIN W SEMESTRZE**

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

**COURSE DESCRIPTION/OPIS PRZEDMIOTU**

**PURPOSE OF THE COURSE/CEL PRZEDMIOTU**

**C1.** Familiarizing students with the issues of effective human capital management.

**C2.** Developing students' ability to use employee performance measures and their analysis.

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

1. The student has knowledge of HR processes.

2. The student has knowledge of the basic principles of performance management.

3. The student has general knowledge of the construction of indicators measuring effectiveness in various areas of the organization's operation.

**LEARNING OUTCOMES/EFEKTY UCZENIA SIĘ**

**EU 1** – The student is able to define the problems of measuring the effectiveness of employees.

**EU 2** – The student is able to indicate and calculate employee performance indicators.

**EU 3 –** The student is able to interpret measures of employee performance indicators.

**EU 4 –** The student is able to describe the dimensions and components of human capital.

**CURRICULUM CONTENT/TREŚCI PROGRAMOWE**

|  |  |
| --- | --- |
| **Form of classes/Forma zajęć –PROJECT/ PROJEKT** | **Number of hours/Ilość godzin** |
| **P1. Effective approaches to human capital management - introduction to classes** | **1** |
| **P2. Controlling efficiency and controlling costs and quality** | **1** |
| **P3. Dimensions and components of human capital – micro- and macroeconomic level** | **1** |
| **P.4 - P5. Analytics and performance indicators of HR processes. Project introduction.** | **2** |
| **P6 - P7. Indicators for measuring the effectiveness of the employee training and development process – components of the project.** | **2** |
| **P8 - P9. Indicators for measuring the effectiveness of recruitment processes and employer branding - components of the project.** | **2** |
| **P10 - P11. Indicators for measuring turnover (fluctuation) and absenteeism - components of the project.** | **2** |
| **P12 - P13 Indicators for measuring the effectiveness of remuneration and benefits systems - components of the project.** | **2** |
| **P14. Indicators of measurement of employee examination and evaluation systems - components of the project.** | **1** |
| **P15. Summary of project classes. Presentation of design work. Test.** | **1** |

**DIDACTIC TOOLS/NARZĘDZIA DYDAKTYCZNE**

1. Audiovisual equipment
2. Blackboard, chalk, markers
3. E-learning platform

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

F1. Participation in the discussion (activity during classes)

P1. Preparation of a presentation, report or paper

P2. Test

**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) | 15 | 0,6 |
| Preparing for the exercise/Przygotowanie do ćwiczeń | 4 | 0,16 |
| Reading the indicated literature/Zapoznanie się ze wskazaną literaturą | 4 | 0,16 |
| Consultations**/**Konsultacje | 2 | 0,08 |
| **TOTAL NUMBER OF ECTS POINTS FOR ITEM/SUMARYCZNA LICZBA PUNKTÓW ECTS**  **DLA PRZEDMIOTU** | **25** | **1** |

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

**Basic Literature/Literatura podstawowa:**

1. Aditya Gautam,Performance Management System: A Strategic Tool for Human Resource Management, 2021, https://www.researchgate.net/publication/305720304\_Performance\_Management\_System\_A\_Strategic\_Tool\_for\_Human\_Resource\_Management#fullTextFileContent

2. Thu Doan Ngoc Vuong \* and Loi Tan Nguyen, The Key Strategies for Measuring Employee Performance inCompanies: A Systematic Review, 2022, https://www.researchgate.net/publication/367528681\_The\_Key\_Strategies\_for\_Measuring\_Employee\_Performance\_in\_Companies\_A\_Systematic\_Review#fullTextFileContent

3. Anupom Sarker, Performance Management - Definition, Principles, Features, Scope, Aim and Process, 2020, https://www.academia.edu/61817899/Performance\_Management\_Definition\_Principles\_Features\_Scope\_Aim\_and\_Process

**Supplementary Literature/Literatura uzupełniająca:**

1. P. Pszczółkowski, R. Michalczyk, *Analityka i wskaźniki efektywności procesów HR*, Wolters Kluwer Polska SA, 2020.

2. B. Jamka, *HR na zakręcie. Zarządzanie przez pomiar czy aktywacja kreatywności?*, Wolters Kluwer Polska SA, 2019.

3. G. Filipowicz, *HR Business Partner. Koncepcja i praktyka*, Wolters Kluwer Polska SA, 2019.

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

1. Anna Albrychiewicz-Słocińska, a.albrychiewicz-slocinska@pcz.pl

2. Anna Karczewska, [anna.karczewska@pcz.pl](mailto:anna.karczewska@pcz.pl)

3. Tomasz Odzimek, tomasz.odzimek@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\_W04, K\_W06  K\_U03, K\_U07, K\_U09  K\_K01, K\_K03, K\_K05 | C1, C2 | P1-P15 | 1, 2 | F1, P1, P2 |
| EU 2 | K\_W01, K\_W04, K\_W06  K\_U03, K\_U07, K\_U09  K\_K01, K\_K03, K\_K05 | C1, C2 | P1, P10-P15 | 1, 2 | F1, P1, P2 |
| EU 3 | K\_W01, K\_W04, K\_W06  K\_U03, K\_U07, K\_U09  K\_K01, K\_K03, K\_K05 | C1, C2 | P1, P10-P15 | 1, 2 | F1, P1, P2 |
| EU 4 | K\_W01, K\_W04, K\_W06  K\_U03, K\_U07, K\_U09  K\_K01, K\_K03, K\_K05 | C1, C2 | P1-P3, P15 | 1, 2 | F1, 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** | The student is unable to define the problems of measuring the effectiveness of employees. | The student is able to define the problems of measuring the effectiveness of employees. | The student is able to define and describe the problems of measuring employee effectiveness. | The student is able to define and describe in detail the problems of measuring employee effectiveness, as well as to provide their practical use. |
| **Effect 2/**  **Efekt 2** | The student is not able to indicate and calculate employee performance indicators. | The student is able to indicate and calculate employee performance indicators. | The student is able to indicate and calculate employee performance indicators. He can also interpret them. | The student is able to indicate and calculate employee performance indicators. He can also interpret them in detail and show practical examples. |
| **Effect 3/**  **Efekt 3** | The student is unable to interpret the measure of employee performance indicators. | The student is able to interpret measures of employee performance indicators. | The student is able to interpret the measures of employee effectiveness indicators in detail. | The student is able to interpret in detail the measures of employee performance indicators and show their use on real examples. |
| **Effect 4/**  **Efekt 4** | The student is unable to describe the dimensions and components of human capital. | The student is able to describe the dimensions and components of human capital. | The student is able to describe in detail the dimensions and components of human capital. | The student is able to describe in detail the dimensions and components of human capital and show their use on real examples. |

\*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.