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

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| **Specialty** | *073 Management* |
| **Educational program** | *Business Administration* |
| **Educational qualification** | *second (master)* |
| **Type of the discipline** | *Compulsory* |
| **Language of teaching** | *English* |
| **Academic year / Semester** | *1st academic year, 1st semester* |
| **Number of credits ЕСТS** | *4* |
| **Distribution by types of classes and hours of study** | *Lectures – 24 hours.* |
| *Practical (seminars) – 26 hours.* |
| *Independent training – 70 hours.* |
| **Final assessment** | *Pass* |
| **Department** | *Management and Business department, room 703 (library block), Web page: https://www.kmib.hneu.edu.ua* |
| **Lecturer** | *Nazarov Nikita Konstantinovich,* *PhD, Associate Professor* |
| **Contacts of**  **lecturer** | *Nazarov N. K.:* [*nikita.nazarov@hneu.net*](file:///C:\Файлы%20с%20HDD\Документы\Дисциплины\Силабус\Силабус%202022\nikita.nazarov@hneu.net) |
| **Study days** | *Nazarov N. K.:* [[*due to timetable*](http://rozklad.hneu.edu.ua/schedule/schedule?employee=423168)](http://services.hneu.edu.ua:8081/schedule/schedule?employee=422881) |
| **Consultations** | *At the Management and Business Department, off-line, due to timetable of consultations, individual, chat on PNS* |
| **The purpose of the discipline** isthe 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. | |
| **Structural and logical scheme of studying an academic discipline**   |  |  | | --- | --- | | **Prerequisites for learning** | **Postrequisites for learning** | | Organization theory | Comprehensive training | | Finance |  | | Higher mathematics |  | | |
| **Content of the academic discipline**  **Content module 1:** *Foundations of organizational behavior*  **Theme 1.** Conceptual basis of organizational behavior  **Theme 2.** Foundations of individual behavior  **Theme 3.** Attitude and job satisfaction  **Theme 4.** Conceptual basis of delegation process  **Theme 5.** Foundations of group behavior  **Content module 2:** *Theoretical and practical basis of personnel management*  **Theme 6.** Remuneration systems in personnel management  **Theme 7.** Motivation: from concepts to applications  **Theme 8.** Business communications and correspondence  **Theme 9.** Workforce planning | |
| **Material and technical support (software) of the discipline**  *Multimedia Projector, S. Kuznets KhNUE Personal Learning Systems, ZOOM* | |
| **Learning forms and methods**  The system of assessment of the formed competencies takes into account the types of classes, which include lectures, seminars, practical classes, as well as independent work.  Assessment of the formed competencies of students is carried out according to the accumulative 100-point system. Current control, which is carried out during the semester during practical (seminar) classes and independent work is assessed by the sum of points scored.  The maximum possible number of points for the current and final control during the semester - 100 and the minimum possible number of points - 60.  Current control includes the following control measures: tasks by topics; current control works; presentations on topics and essay.  More detailed information on the assessment and accumulation of points in the discipline is given in the work plan (technological card) of the discipline.  ***More detailed information on the system of evaluation and accumulation of points for the academic discipline is provided in the Working plan for the academic discipline.*** | |
| **Policies of the academic discipline**  The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, write-off, deception, bribery, or biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work. | |
| ***More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline.*** | |