

## HUMAN RESOURCE MANAGEMENT FUNCTIONS HRCM17-118

### **Purpose of course**

#### **Goals of the subject**

Students are familiar with the history and models of human resource management. Be aware of the functions and areas of human resource management. Students should be able to identify and apply the procedures, techniques, and methods of HRM's activities.

#### **Learning outcomes and competences**

Knowledge:

- Be familiar with the historical development and predominant models of human resource management.
- Be familiar with the human resource management functions, the labour exchange process, recruiting and selection methods, performance evaluation methods, training and staff development bases as well as job opportunities for motivation.
- Know the tasks and roles of the human resource manager.

Attitude:

- Their findings, which assess social expectations, organizational knowledge and individual opportunities, are not only rational but also humanistic.
- Understanding the processes is characterized by critical thinking and pursuit of analysis.
- In their thinking there is a value-based approach focusing on a work as a creative activity.

Ability:

- Play a role in tasks of organizations in resource management, use the professional knowledge to meet the expectations, in the context of the organization's objectives, planning, development and support activities are undertaken in the recruitment, selection and promotion of human resource management areas.
- Be capable of recognizing, methodological identifying human resource problems in organizations, providing an action plan and schedule for the solution.
- Be able to see the process relating to human resource production.

### **Content of the subject**

#### **Main content and thematic units**

Labour management issues. Concept of quantitative and qualitative workforce needs. The concepts of job analysis and job design. The system of aspects of job analysis. The concept of job evaluation. Definition of job requirements. Determining the requirements of organizational behaviour. Selection of staff. Payroll systems. Working time management. Developing the benchmarking system. Creating the career planning system. Staff development. Emphasized role and significance of corporate training. Development of internal communication. Employee Relationships.

#### **Tervezett tanulási tevékenységek, tanítási módszerek**

Lecture

### **Exam and evaluation system**

#### **Requirements, methods and aspects of assessment:**

Exam.

Method of evaluation: five grade.

Aspects of evaluation:

- knowledge of topics included in the item list.

### **Literature**

#### **Compulsory literature:**

Gyökér, I. (1999): *Humánerőforrás-menedzsment*. Műszaki Kiadó – Magyar Minőség Társaság, Budapest. ISBN 963 16 3042 0

Nemeskéri, Gy., Fruttus, I. L. (2001): *Az emberi erőforrás fejlesztésének módszertana*. Ergofit Kft, Budapest. ISBN 963-038-488-4

Poór, J., Karoliny, M. (szerk.) (1999): *Személyzeti/emberi erőforrás menedzsment kézikönyv*. KJK Kiadó, Budapest. ISBN 963 224 492 3