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| <b>Course title</b><br>Zarządzanie ludźmi w małej firmie / Human resources management in small business   |                     | <b>ECTS code</b><br>13.3.0712  |  |
| <b>Name of unit administrating study</b><br>Faculty of Chemistry  |                     |  |  |
| <b>Studies</b>  |                     |  |  |
| <b>Field of study</b>   | <b>Type</b>         | <b>Form</b>  |  |
| Chemical Business   | Bachelor / Engineer | Full-time studies  |  |
| <b>Teaching staff</b><br>Dr Andrzej Poszewiecki / mgr Stanisław Szultka   |                     |  |  |
| <b>Forms of classes, the realization and number of hours</b>  |                     | <b>ECTS credits</b> 2  |  |
| <b>A. Forms of classes, in accordance with the UG Rector's regulations</b><br>lecture, auditorium class   |                     | classes - 45 h<br>tutorial classes – 2 h<br>student's own work – 3 h   |  |
| <b>B. The realization of activities</b><br>in-class learning  |                     | Total: 50 h - 2 ECTS   |  |
| <b>C. Number of hours</b><br>45 h (15 h lecture, 30 h auditorium classes)   |                     |  |  |
| <b>The academic cycle</b><br>2021/2022 summer semester  |                     |  |  |
| <b>Type of course</b><br>obligatory   |                     | <b>Language of instruction</b><br>Polish   |  |
| <b>Teaching methods</b><br>Discussion on conversational classes, Exercises using activation methods,<br>Case studies,<br>Activity in groups, cooperation,<br>Individual projects,<br>Lecture with multimedia presentation   |                     | <b>Form and method of assessment and basic criteria for evaluation or examination requirements</b>   |  |
|   |                     | <b>A. Final evaluation, in accordance with the UG study regulations</b><br>ecture – exam<br>auditorium classes – course completion (with a grade)  |  |
|   |                     | <b>B. Assessment methods</b><br>The final test includes knowledge in the field of classes and lectures (choice test and exercises to solve). Joining the final test requires passing the classes within which the group project and the individual projects are carried out. |  |
|   |                     | <b>C. The basic criteria for evaluation or exam requirements</b><br>51% - 60% - satisfactory<br>61% - 70% - satisfactory plus<br>71% - 80% - good<br>81% - 90% - good plus<br>91% - 100% - very good   |  |
| <b>Required courses and introductory requirements</b><br>None   |                     |  |  |
| <b>Aims of education</b><br>To get acquainted students with the essence and role of human capital in small enterprises, 2) to present the significance of human capital in the development of a small company, 3) to develop basic skills in managing a human resources economy in a small company.   |                     |  |  |
| <b>Course contents</b><br>Lectures:<br><br>Module 1<br>1. The essence of human capital - definitions and deadlines<br>2. The evolution of the role of human capital in the economy from "labor force to immaterial labor"<br>3. Human capital and the need for its constant development in a knowledge-based economy<br>4. The evolution of the character of work - full-time, temporary work, flexible forms of employment, self-employment, |                     |  |  |

#### Module 2

5. The influence of organizational culture on personnel policy in organizations
6. The concept of corporate social responsibility in the context of managing human capital
7. Diversity in the workplace - evolution of the diversity concept, advantages and disadvantages of personnel diversity,
8. Counteracting discrimination at the workplace (regulations in the EU countries and in other countries)

#### Module 3

9. The process of acquiring human capital - a competence approach, sources of employee acquisition in enterprises national and international, methods of employee selection, introduction to work
10. Assessment of work results - methods of employee evaluation (evaluation questionnaires, evaluation interviews, etc.)
11. Development of human capital in the organization - employee development plan, career paths, managerial boards, training, rotation and replacement in positions, etc.

#### Module 4

12. Remuneration of employees - remuneration functions
13. Dismissals, retirement
14. Selected problems of managing human capital in small enterprises operating on international markets

#### Classes:

1. Creating a job description
2. Building a simple job plan (employment plan) in a small company
3. Formulating tasks and criteria for accepting results - designing the form
3. Creation of the compensation regulations in a small company
4. Forming a recruitment advertisement, planning recruitment, creating recruitment criteria, conducting recruitment proceedings - simulations
5. Formulating a simple motivating system in a small company
6. Construction of the employee evaluation form - modification of the provided pattern to the specifics of the industry
7. Formulating a scenario of a job interview and employee dismissal.

#### **Bibliography of literature**

##### **A. Literature required to pass the course**

- Zarządzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego w organizacji, [red.] H. Król, A. Ludwicyński, Wyd. Naukowe PWN, Warszawa 2010
- M. Armstrong, Zarządzanie zasobami ludzkimi, Oficyna Wydawnicza Wolter Kluwers, Kraków 2007
- J.W. Budd, J. G. Scoville, The ethics of Human Resources and Industrial Relations, Cornell University Press, Ithaca 2005
- P. Kulawczuk, A. Poszewiecki (red.) Wpływ społecznej odpowiedzialności biznesu i etyki biznesu na zarządzanie przedsiębiorstwem, FRUG, Gdańsk 2007
- A. Poczowski, Z. Wisniewski (red.) Zarządzanie zasobami ludzkimi w warunkach nowej gospodarki, Oficyna Ekonomiczna, Kraków 2004,
- D. Simpson, Istota i konsekwencje ekonomiczne wypalenia zawodowego [w:] International Business and Global Economy, Biznes międzynarodowy w gospodarce globalnej, ed. by the Institute of International Business, University of Gdansk, Gdańsk 2013, nr 32, s. 187-201
- D. Simpson, Strategie zróżnicowania personelu w świetle polityki UE przeciwdziałania dyskryminacji w miejscu pracy, [w:] Wyzwania gospodarki globalnej, Prace i Materiały Instytutu Handlu Zagranicznego UG, tom 1, FRUG, Sopot 2010
- P. Zientara, Związki zawodowe w największych gospodarkach Europy a przemiany strukturalne i ewolucja modelu społeczno-ekonomicznego, Pomorskie Wydawnictwo Naukowo-techniczne, Gdańsk 2009

##### **B. Extracurricular readings**

- K. Baładynowicz-Panfil, Starzenie się społeczeństw jako determinanta kształtowania współczesnych procesów migracyjnych, [w:] Wyzwania gospodarki globalnej, Prace i Materiały Instytut Handlu Zagranicznego, tom 1, FRUG Sopot 2010
- L. Edvinsson, M.S. Malone, Kapitał intelektualny, Wyd. Naukowe PWN, Warszawa 2001

## Knowledge

The student knows:

1. What is the essence of human capital?
2. Understands the evolution of the role of human capital in the economy from "labor force to immaterial labor"
3. What is the meaning of human capital and the need for its constant development in a knowledge-based economy
4. Understands the evolution of the nature of work - full-time, temporary work, flexible forms of employment, self-employment,
5. What is the impact of organizational culture on personnel policy in organizations
6. What is the concept of corporate social responsibility in the context of managing human capital?
7. Understands diversity in the workplace - evolution of the diversity concept, advantages and disadvantages of staff diversity,
8. What is the counteracting against discrimination in the workplace (regulations in the EU countries and in other countries)
9. How to organize the process of acquiring human capital - competence approach, sources of employee acquisition in small enterprises, methods of employee selection, introduction to work
10. Student learns how to evaluate work results - methods for assessing employees (assessment questionnaires, evaluation interviews, etc.)
12. Understands the development of human capital in the organization - employee development plan, career paths, managerial boards, training, rotation and replacement in positions, etc.
12. Knows what are the principles of remuneration of employees - remuneration functions
13. Understands the specifics of redundancy, retirement
14. Familiarize with selected problems of managing human capital in small enterprises operating on international markets.

## Skills

The student can:

1. Make a job description
2. Build a simple job plan (employment plan) in a small company
3. Formulate tasks and criteria for accepting results - design a form
3. Create remuneration regulations in a small company
4. Formulate a recruitment advertisement, plan recruitment, create recruitment criteria, conduct recruitment proceedings
5. Formulate a simple motivating system in a small company
6. Build a staff evaluation form
7. Formulate a scenario of a job interview and employee dismissal.

## Social competence

The student acquires a responsible attitude towards employees based on in-depth knowledge of the subject.