

Course Syllabus

Title of the course	Human Resource Management				
Title of the Academic Programme	Logistics and supply chain management				
Type of the course	Core (mandatory)				
Prerequisites	Sociology, Management, Business Ethics, Law				
ECTS workload	3				
Total indicative study hours	Directed Study	Self-directed study	Total		
	52	62	114		
Course Overview	Aim of this course is to give students an introduction to human resource management (HRM) and its role in the system of a corporate management. This management activity is taken by varied organizations to recruit, retain and motivate their employees. It also provides strong framework to put into practice HRM tools and methods.				
Intended Learning Outcomes (ILO)	Describe the main activities involved in HRM. Understand the relationship between HRM and organizational performance, business strategy as well as organizational behavior. Analyze the relationship between HR practices and their outcomes for the individual and the organization. Know HRM key definitions and terminology in English. Prepare CV and cover letter for potential employer.				
Teaching and Learning Methods	The course consists of tutorials (20 hours). The tutorials involve student presentations (individual and in small groups), problems solving, case study discussion and the individual assignment (CV and cover letter).				
Content and Structure of the Course					
№	Topic / Course Chapter	Total	Directed Study		Self-directed Study
			Lectures	Tutorials	
1	Topic 1. Key concept of Human Resource Management	10	2	2	6
2	Topic 2. Strategy and policies of HRM. Organizational culture. Organizational development	10	2	2	6
3	Topic 3. Workforce planning	10	2	2	6
4	Topic 4. Recruitment and selection	12	2	2	8
5	Topic 5. Onboarding (induction)	10	2	2	6
6	Topic 6. Learning and development	10	2	2	6
7	Topic 7. Reward management. Motivation & compensation systems. Generational theory.	12	2	2	8
8	Topic 8. Performance management and feedback	12	2	2	8

9	Topic 9. Employee relations. Talent management. Employer brand.	10	4	4	2
10	Topic 10. International HRM. Employee communications. Teambuilding	8	2	2	4
11	Topic 11. Management and leadership.	10	4	4	2
Total study hours		114	26	26	62
Indicative Assessment Methods and Strategy	Coursework: Class performance (50%) + Written test at LMS (30%) +Homework 1 (10%) +Homework2 (10%) <ul style="list-style-type: none"> Homework 1: group presentation of given topics (10%) Homework 2: written CV and cover letter at LMS(10%). 				
Readings / Indicative Learning Resources	<p><u>Mandatory</u> Armstrong's Handbook of Human Resource Management Practice, 14th Edition by Michael Armstrong and Stephen Taylor Kogan Page © 2017 (777 pages); HSE online library: http://library.books24x7.com/toc.aspx?bookid=125514</p> <p><u>Optional</u></p> <ol style="list-style-type: none"> Arthur D. Fundamentals of Human Resources Management, Fifth Edition, American Management Association, 2015 (301 pages); HSE online library: http://proxylibrary.hse.ru:2099/toc.aspx?bookid=97679 Internal Communications: A Manual for Practitioners by Liam FitzPatrick and Klavs Valskov Kogan Page © 2014 (272 pages); HSE online library: http://library.books24x7.com/toc.aspx?bookid=68033 The Quick and Easy Performance Appraisal Phrase Book: 3,000+ Powerful Phrases for Successful Reviews, Appraisals and Evaluations by Patrick Alain Career Press,2013 (192 pages); HSE online library: http://library.books24x7.com/toc.aspx?bookid=51320 Part 2 				
Indicative Self- Study Strategies	Type	+/-	Hours		
	Reading for seminars / tutorials (lecture materials, mandatory and optional resources)	+	37		
	Assignments for seminars / tutorials / labs	+	10		
	E-learning / distance learning (MOOC / LMS)	-	0		
	Fieldwork	-	0		
	Project work	+	20		
	Other (please specify)	-	0		
	Preparation for the exam	-	5		
Academic Support for the Course	Academic support for the course is provided via LMS, where students can find: guidelines and recommendations for doing the course; guidelines and recommendations for self-study; samples of assessment materials				
Facilities, Equipment and Software	(If required)				
Course Instructor	Associate professor Natalia V. Volkova				