**1. Name of module:** Personnel Management

**2. The unit code:** MTUB\_8\_OND.10\_6

**3. Type module:** compulsory

**4. Semester:** 1

**5. The volume of the module:** total hours - 180 (ECTS credits - 6); contact hours - 60 (including lectures - 30 hours, practical - 30 hours).

**6. Lecturer:** Poberezhets Natalia Borisovna

**7. Learning outcomes:**

Following the completion of the module a student **must:**

**know:** study methodological principles of management; the formation and personnel policy analysis; Principles of management of social development staff;

through the use of modern methods of planning of personnel; a set of principles of organization and personnel selection in specific terms; conditions of certification of personnel and the use of its results; a methodology for evaluating the effectiveness and efficiency of personnel management.

**able to:** substantiate methodological principles of management; generate and analyze staffing policy; manage social development staff;

use modern methods of planning staffing needs; organize recruitment and selection of staff in specific terms; certification of personnel conduct and use its results; assess the efficiency and effectiveness of personnel management.

**8. Method of delivery:** auditorium classes

**9. Necessary preliminary and co-requisites:**

prerekvizyty: "Banking", "Labour economics", "Principles of Management", "Fundamentals of psychology and pedagogy."

**10. Сontents:** HR management system in organizations. HR as a social system. Formation of collective organization. Cohesion and social development team. HR Policy organization. Service personnel: organization and functions. Personnel planning in organizations. The organization of recruitment and selection of staff. Evaluation and certification of personnel. Managing the development and movement of personnel. Managing the release of personnel. Social partnership in the organization. Effective management personnel.

**11. Suggested Reading:**

1. Балабанова Л. В. Управління персоналом: навч. посіб. / Л. В. Балабанова, О. В. Сардак. – К.: Центр учбової літератури, 2011. – 468 с.
2. Михайлова Л.І. Управління персоналом: навч. посіб. / Л.І. Михайлова. - К.: Центр учбової літератури, 2007. – 248 с.
3. Менеджмент персоналу: навч. посіб. / [В. М. Данюк, В. М. Петюх, С. О. Цимбалюк та ін.]; за заг. ред. В. М. Данюка, В. М. Петюха. – К.: КНЕУ, 2004. – 398 с.

**12. Methods:** lectures, practical classes, independent work

**13. Assessment methods:**

• Current control (75%) - oral interviews, testing, individual scientific-research tasks

• Final control (25%) - exam (theoretical questions)

**14. Language of instruction:** Ukrainian