

Development of Organization and Human Resource

Code: MK5SZEMM04MX17-EN

ECTS Credit Points: 4

Evaluation: exam

Year, Semester: 1st year, 1st semester

Number of teaching hours/week (lecture + practice): 2+2

Topics:

The aim of this course is describing the organizational changes and the management of organizational development processes, tools and models through processing case studies.

Literature:

Compulsory:

- Mee-Yan Cheung-Judge, Linda Holbeche (2015): Organization Development: A Practitioner's Guide for OD and HR. Kogan Page; 2 edition. ISBN-10: 0749470178
- W. Warner Burke, Debra A. Noumair (2015): Organization Development: A Process of Learning and Changing. Pearson FT Press; 3 edition. ISBN-10: 0133892484
- W. Warner Burke (2013): Organization Change: Theory and Practice (Foundations for Organizational Science series). SAGE Publications, Inc; 4 edition. ISBN-10: 145225723X
- Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright (2013): Fundamentals of Human Resource Management with Connect Plus. McGraw-Hill/Irwin; 5 edition. ISBN-10: 0077801989
- Robert N. Lussier, John R. Hendon (2012): Human Resource Management: Functions, Applications, Skill Development. SAGE Publications, Inc; 1 edition. ISBN-10: 1412992427Recommended:

Schedule

1st week Registration week	
2nd week: Lecture: Situation analysis, Organizational Structure Determination, job Descriptions, information flow Practice: SWOT, PEST, BCG, Drawing an organization chart and information flow map	3rd week: Lecture: Identification of problems, exploring the causes of problems, Appointment of intervention points Practice: Ishikawa and pareto analyses, What you need to improve?
4th week: Lecture: The designation of specific (quantitative and qualitative) development goals, Appointment of persons involved in organizational development Practice: Ordering tools and methods of intervention points, Assigning tasks	5th week: Lecture: Establish a timetable Practice: Gantt chart
6th week: Lecture: Ordering quantitative and qualitative indicators of the planned interventions Practice: SMART method	7th week: Lecture: Planning corrective actions Practice: PDCA cycle
8th week: 1st drawing week	

9th week:

Lecture: Human resource management planning system, Strategies, planning, evaluation

Practice: Creating a concrete strategy

11th week:

Lecture: Resource insurance systems, Recruitment, selection, insertion and retraction

Practice: Case study, situational tasks

13th week:

Lecture: Performance Management and Performance Evaluation Systems, Design and strategy of Performance Management

Practice: Case study

10th week:

Lecture: Job and competence analysis, Elements and analyzes of the job system, Process analysis

Practice: Job and competence analysis based on case studies

12th week:

Lecture: Career management, Lifetime phases, career components

Practice: Creating a career plan

14th week:

Lecture: Staff Development System and employee relations system

Practice: Case study

15th week: 2nd drawing week

Requirements**A, for a signature:**

Participation at practice classes is compulsory. Students must attend practice classes and may not miss more than three practice classes during the semester. In case a student does so, the subject will not be signed and the student must repeat the course. Students can't take part in any practice class with another group. Attendance at practice classes will be recorded by the practice leader. Being late is equivalent with an absence. In case of further absences, a medical certification needs to be presented. Missed practice classes must be made up for at a later date, being discussed with the tutor.

During the semester there is one test: the end-term test is on the 15th week. Students must sit for the test. The minimum requirement of the test is 60%. If the score of test is below 60% the student once can take a retake test of the whole semester material until 1st week of the exam period. If the result is 60 % or better the retake test is success.

B, for a grade:

The course ends in an examination.

The grade is given according to the following: 0-59 % = fail (1); 60-69 % = pass (2); 70-79 % = satisfactory (3); 80-89 % = good (4); 90-100 % = excellent (5).