PERSONNEL PSYCHOLOGY

Credit points	**3 CP**
The Abstract of the course	The course is intended for Master students of psychology. The course provides knowledge in staffing psychology, team management, psychological adaptation of new employees, staff training, motivation and also introduces different time management approaches and techniques and the basic principles of business communication with internal and external clients. The course is based on interactive teaching methods - case studies, role plays, tests, exercises, group discussions.
Aim of the study course	To acquaint Master's students with the psychological aspects of personnel management and to provide the necessary knowledge for ensuring the processes related to personnel management psychology
Objectives of the course	- develop practical skills in psychology of personnel development and management, - promote decision-making and problem-solving skills in HRM based on empirically based knowledge in psychology and other social sciences, - develop the ability to formulate and analytically describe information, problems and solutions in the psychology of personnel management, using the theoretical foundations and skills acquired; - develop practical skills to independently acquire, select, analyze and use information

	Knowledge	Skills	Competences
Study course results	- specialized knowledge in HRM, - theoretical reporting in management psychology, - knowledge of procedures for conducting individual and group psychological research, - understanding of key concepts and regularities and various types of information on materials, equipment, technologies in personnel management, - to critically evaluate, analyze and compare different theories of psychology in personnel management, to understand its regularities, as well as to understand scientific problems in personnel management psychology, - knowledge of technologies and methods used in assignments or assignments in the field of recruitment, - knowledge of curriculum	- ability to perform professional activities, to formulate and analytically describe information, problems and solutions in the field of personnel selection and management, - ability to explain and reasonably discuss information, problems, and solutions with and without professionals, - ability to plan and organize work, use various methods, technologies in personnel psychology, - students are able to independently acquire, select and analyze information and use it, make decisions and solve problems with staff, - ability to demonstrate an understanding of professional ethics,	- the ability to search for relevant information when executing human resource management tasks using various information sources, - ability to put the acquired knowledge into practice in psychological research and psychometry, - ability to synthesize and analyze acquired knowledge, skills and abilities, - ability to create a comfortable environment for participants in psychological research, - ability to cooperate professionally, - self-development abilities, - ability to carry out psychological research (evaluation), - ability to independently collect, select, analyze, and utilize information necessary to assist the client, - ability to understand and apply the principles of ethics in psychology, as well as to make

requirements for passing the course "Personnel Management in Psychology, • an overall view of your internal resources and competencies required for successful HR management, • knowledge of the principles of professional ethics in accordance with the code of ethics of the psychologist of the Republic of Latvia.	evaluate the impact of their professional activities on society, and contribute to the development of HR management, • ability to formulate, describe and analyze practical problems in staff management, select relevant information and use it to solve well-defined problems.	independent decisions and solve problems in order to provide high quality psychological support services. • the acquired competences will allow the student to apply and develop them in the course "Personal Management in Psychology" and in the examination as well as in further work as a psychologist.

Study course content		Topics
	1	Psychology of personnel management in an organization.
	2	Psychologist vacation.
	3	Work analysis. Job description. Classification of works.
	4	Psychological aspects of personnel planning, recruitment and selection
	5	Psychology of adaptation of new employees.
	6	Psychology of employee motivation.
	7	Labor control and employee evaluation methods.
	8	Contemporary approaches to staff training and career planning.
	9	Individual behavior styles. Socio-psychological determinants of employee job satisfaction.
	10	Creating and managing effective work teams. Psychological phenomena in orking groups.
	11	Psychology of conflict situations at work, their causes and ways of solving them.
	12	Psychological problems of modern human resource management during organizational changes.

Form of assessment:	Exam

Obligatory literature:

1. Furnham, A. (2008) Personality and Intelligence at Work. Exploring and explaining individual differences at work / Furnham A. – Routledge. 432 p. (CD)
2. Cartwright, S., Cooper, C.L. (2008) The Oxford Handbook of Personnel Psychology, 978-0-19-923473-8, 672 pp.
3. Armstrong, M. and Taylor, S. (2020) Armstrong's handbook of human resource management practice. 15th ed. London: Kogan Page.
4. Reece, B.L. (2008) Effective human relations. Personal and organizational applications. Tenth edition. Houghton Mifflin Company: Boston, 473 p.
5. Ntabeni-Bhebe, F. Global Human Resources Management. Oakville, ON: Society Publishing, 282 pp., 2019,
6. McMahon, G., Archer, A. (2010) 101 Coaching Strategies and Techniques. Publisher: Routledge 328 pp.
7. Ehnert et al. (2014) Sustainability and Human Resourse Management CSR, Sustainability, Ethics & Governance, Springer – Verlag, Berlin, Heidelberg, 2014.
8. Whetzel, D.L., Wheaton, G.R. (2007) Applied Measurement. Industrial Psychology in Human Resources Management. Publisher: Psychology Press 605 pp.
9. Ešenvalde, I. (2009) Personāla vadības mūsdienu metodes. Rīga: Merkūrijs LAT, 349 lpp.
10. Vorončuka, I. (2009) Personāla vadība, teorija un prakse. Rīga: Latvijas Universitāte, 340 lpp.

11. Dombrovska, L.R. (2009) Cilvēkresursu kapitāla vadība. Rīga: Zvaigzne ABC, 212 lpp.

Further reading list:

1. Forands, I. (2007) Palīgs personāla speciālistam / Ilgvars Forands. - Rīga: Latvijas izglītībasfonds. 254 lpp.
2. Cook, M. (2009) Personnel Selection: Adding Value Through People, 5th Edition. Publisher:Wiley. 364 pp, (CD)
3. Hargie, O., Tourish, D (2009) Auditing Organizational Communication. A Handbook ofResearch, Theory and Practice. Publisher: Routledge 520 pp,
4. Sendjaya S. (2015) Personal and organizational excellence through Servant leadership,management for professionals. Springer, 136 p. (CD)
5. Mathis Robert, L., Jackson John, H. (2012) .Human Resource Management. 13th Edition.Tomson: South-Western.
6. Cook, M. (2009) Personnel Selection: adding value through people, 5th edition .Wiley, 364 p.
7. Boitmane, I. (2008) Personāla atlase un novērtēšana. Rīga: Lietišķās informācijas centrs, 186lpp.
8. Psihosociālā darba vide. (2010) Rīga: Latvijas Brīvo arodbiedrību savienība, 157 lpp.

Other sources of information (electronic journals):

1. BSA bibliotēkas elektroniskā datu bāze(www.bsa.edu.lv):
2. Personnel Psychology: https://onlinelibrary.wiley.com/journal/17446570
3. Human Resource Management Review: https://www.journals.elsevier.com/human-resource-management-review/
4. Journal of Management: https://journals.sagepub.com/home/jom
5. Human Resource Management: https://onlinelibrary.wiley.com/journal/1099054x
6. Journal of Organizational Behavior: https://onlinelibrary.wiley.com/journal/10991379
7. Personnel Psychology: https://onlinelibrary.wiley.com/journal/17446570
8. Academy of Management Journal: https://journals.aom.org/journal/amj
9. Journal of Applied Psychology: https://www.apa.org/pubs/journals/apl
10. Work, Employment and Society: https://journals.sagepub.com/home/wes
11. http://education.curtin.edu.au/iier/iier13/breen.html
12. http://www.biznesam.lv/
13. http://www.psihologijasBPMAsaule.lv/
14. http://www.psihologija.lv/
15. http://www.wallstreet.lv/
16. www.workpsychologyarena.com
17. www.psychologicalscience.org

In the process of study, changes and additions to the program and list of literature are possible