



HUMAN RESOURCES MANAGEMENT

Credit points:	5 CP
Study course annotation	The course provides theoretical knowledge in the selection and management of personnel, looking at different approaches. Practical skills are acquired through seminars on the recruitment process, career choice and planning.
Aim of the study course	To provide training in theoretical and practical methods of personnel selection and management.
Tasks of the study course	<ul style="list-style-type: none"> -to develop an understanding of the psychological foundations of personnel selection and management; -to introduce different approaches to personnel selection and management; -to develop practical skills in recruitment, selection and career planning; -to learn how to design in-service training programmes.
Study results	Knowledge
	<ul style="list-style-type: none"> -Able to demonstrate basic and specialised knowledge relevant to the field of HRM and a critical understanding of this knowledge. In addition, some of the knowledge is at the cutting edge of the field. -Able to understand key concepts and patterns.
	Abilities
	<ul style="list-style-type: none"> - To be able to use the theoretical foundations and skills acquired to carry out professional and innovative activities, to formulate and analytically describe information, problems and solutions in the field of human resources management, to explain them and to reasonably discuss them with both specialists and non-specialists. - Be able to structure their own learning independently, to guide their own and their subordinates' further learning and professional development, to demonstrate a scientific approach to problem solving, to take responsibility and initiative when working individually, in a team or managing the work of others.
	Competences
	-Professional competences required for professional practice: the ability to identify, attract and develop resources in different areas of practice, the ability to analyse, evaluate and improve one's professional practice.
Study course plan:	
No.	Topics
1.	The subject of management psychology and its place in management and psychological sciences.
2.	Contemporary views on the management of organisations and the characteristics of different foreign management systems (Japan, USA).
3.	The organisation and its functions, the socio-psychological functions of the manager and management styles.
4.	The role of the manager in the organisation, psychological aspects of the selection and deployment of managers.
5.	The functioning of the HR department in the organisation, its tasks.
6.	Personnel planning, selection and recruitment, adaptation to new working conditions.
7.	Consideration of the characteristics of the nervous system in the selection of employees.



8.	Conditionally special and conditionally general abilities, methods of assessment of intellectual level.
9.	Confident and unconfident behaviour, inadequate self-assessment.
10.	Professional orientation and stages of professional development.
11.	Motivating staff
12.	Concept of vocational aptitude, principles and possible mistakes in the work of a career guidance counsellor.
13.	Position and mandate.
Form of final examination:	
	Differentiated assesment
Mandatory literature of the study course:	
<ol style="list-style-type: none"> 1. Ešenvalde, I. Personāla vadības mūsdienu metodes. Rīga: Merkūrijs, 2008. - 349 p. 2. Sendjaya, S. Personal and organizational excellence through Servant leadership, management for professionals / S.Sendjaya, - Springer, 136 p. – 2015. 3. Riggio, R.E. Introduction to industrial organizational psychology. 6th ed. / Ronald E.Riggio. - Pearson, 554 p. - 2016. 	
Study course supplementary literature:	
<ol style="list-style-type: none"> 1. Dombrovska L.R. (2009) Cilvēkresursu kapitāla vadība 2. Reņģe V. (2007) Mūsdienu organizāciju psiholoģija 3. Ukolovs V., Mass A., Bistrjakovs I. (2006) Vadības teorija. 4. Forands I. (2007) Palīgs personāla speciālistam.. 5. Spulle Ā.A. (2004) Praktiskais personālmenedžments. 6. Vorončuka I. (2003) Personāla vadība, 2003. 7. Ešenvalde I. Personāla praktiskā vadība 8. Рагов Е.И. [ред] (2012) Организационная психология. 9. Маклаков А.Г.(2008) Профессиональный психологический отбор персонала. 10. Карташова Л.В. (2005) Управление человеческими ресурсами.Herbsts D.(2007) Komunikācija uzņēmumā. 11. Garleja R. (2006)Cilvēkpotenciāls sociālajā vidē. 	
Periodicals and other sources of information:	
<ul style="list-style-type: none"> • Biznesa psiholoģija • Organizational Behavior • EBSCO, Scopus, Sience Direct 	
During the study process changes and additions to the program and the list of references are possible	