



PERSONNEL MANAGEMENT AND TEAM BUILDING

Credit points	4 CP		
Duration of the course	4th semester		
Study course annotation	To introduce the theoretical aspects, principles and methods of personnel management		
Aim of the study course	The aim of the course is to acquire the necessary theoretical knowledge and acquire practical skills in the field of personnel management.		
Study course results	Knowledge	Skills	Competences
	<ul style="list-style-type: none"> The essence of personnel management. Personnel planning, its peculiarities Recruitment and selection Staff evaluation. 	<ul style="list-style-type: none"> staff involvement and motivation in personnel development calculate personnel remuneration 	<ul style="list-style-type: none"> independently formulate, critically analyze and independently make reasonable decisions in matters of personnel management integrate theoretical knowledge and practical skills to ensure the personnel planning process; the ability to plan, manage and organize one's own work and that of others; the ability to plan one's professional development, career solve personnel management tasks in planning, organizing team work, making creative decisions, as well as gain knowledge for effective team work; ability to work in a professional team, communication skills in dealing with colleagues, clients, Latvian and foreign partners
Study course content	Topics		
	1	The science of personnel management	
	2	Forecasting methods and models in personnel management	
	3	Personnel demand planning	
	4	Conducting staff training	
	5	Management of staff motivation	
	6	Payroll organization and planning	
	7	Content and structure of administration-employee relations	
	8	Management of administration and employee relations	
	9	Authority of Managers	
10	Team building and management		
Form of assessment:	Differentiated written assessment		
Obligatory literature:	<ol style="list-style-type: none"> Wilton, Nick. An introduction to human resource management / Nick Wilton. - Los Angeles, London : SAGE, 2016. - 490 p. An introduction to human resource management / Nick Wilton. - Los Angeles, London : SAGE, 2016. - 490 p. 		



Additional reading:

1. DeCenzo, David A. Human Resource Management. International Student Version / David A. DeCenzo, Stephen P. Robbins; 10th ed. Contributor Susan L. Verhulst. - 10th ed. - WILEY, 2010. - 410, [19] p.
2. Managing Cultural Differences. Global Leadership Strategies for Cross-Cultural Business Success / Robert T. Moran, Philip R. Harris, Sarah V. Moran. - 8th ed. - Elsevier Inc., 2011. - 570, [15] p.

Other sources of information:

1. Labor law. www.likumi.lv

Changes and additions to the program and literature list are possible during the study process