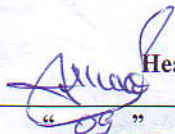


MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRICULTURAL UNIVERSITY

Chair of Management



APPROVED
Head of Management chair
(Mykhailov A.M.)

“09” 06 2020

CURRICULUM WORKING PROGRAM

(Required components RC3) Management of personnel development
(cipher and name of the discipline)

Specialty: 181 Nutrition Technologies
«Technology for preserving and processing meat»
«Technology for preserving and processing milk»
«Food Technology»

Educational program: «Food Technology» (Second level(master's) of higher education)

Faculty: Biological and technological

2020-2021 academic years

The work program on the subject «Management of personnel development» for students of specialty 181 « Food Technologies» «Technology for preserving and processing meat» «Technology for preserving and processing milk» «Food Technology»

Developer: Stoyanets NV, Professor of Management chair, Doctor of Economics science, Associate Professor, ([Signature])

signature

The work program was approved at a meeting of Management chair from " 9 "

June 2020 No 12
[Signature]
 (signature) surname and initials)

(Mykhailev A.M.)

Agreed:

Guarantor of educational and professional program

(project team leader)

(signature) surname and initials)

[Signature] (Pertsevoi R.)

Dean of the Faculty _____
 on which the discipline is taught

[Signature]

(Radchuk O.V.)

Dean of the Faculty _____
 to which the department belongs

(_____)

Methodist of the educational department 7.501 (N. Baranik)

Registered in the electronic database: 24 07 20 20

1. Description of the course

Name of indicators	Industry knowledge, direction of training, education level	Characteristics of the course	
		full-time education	external form of education
Credits – 4	Branch of knowledge: 18 Production and technology	<i>normative</i>	
Modules - 2	Specialty 181 Nutrition technologies	Year of training:	
Content modules: 4		2020-2021	
		Course	
		3	
		Semester	
Total number of hours- 90		11 -nd	
		Lectures	
		12 hours.	
		Practical, seminar	
		24 hours.	
		Laboratory	
		-	-
		Independent work	
		54	
		Individual work:	
		-	
		Type of control:	
		<i>test</i>	

Note. The ratio of hours of classes to independent and individual work is:
for full-time 45/55 (36/54)

1. Purpose and objectives of the discipline

The purpose of discipline «Management of personnel development» is to get students knowledge about the essence of management development of personnel of enterprises and organizations; formation of skills in application of methods and modern technologies of personnel management; carrying out work on selection, hiring, training, qualification and assessment of personnel, as well as on the substantiation of directions and sources of investment in personnel development.

2.2 Tasks of the discipline

The study of the discipline «Management of personnel development» involves the formation of students' competencies

№	Type of program competencies	Program competence	Code
	General		
1		Ability to abstract thinking, analysis and synthesis	GC 1.
2		Ability to apply information and communication technologies for search and analysis of scientific and technical information, organization of scientific research and processing of the obtained results	GC 3.
3		Ability to adapt and act in a new situation, willingness to take responsibility for decisions	GC 6.
4		Ability to show initiative and entrepreneurship, act socially responsibly	GC 13.
	Professional (special)		
1		Knowledge of the theory, patterns, methods (algorithms) and methods of activity that are sufficient for the formation and implementation of their own model of professional activities, including in extreme conditions.	PC 1
2		Ability to use professionally profiled knowledge to develop development programs and functioning of food enterprises.	PC 7
		Ability to organize and develop foreign economic relations of enterprises and organizations	PC 13

2.3 Program learning outcomes

As a result of studying the discipline «Management of personnel development» the student must be able to demonstrate the following learning outcomes:

№	Program learning outcomes	Code
1	Develop foreign economic relations of enterprises and organizations	PLO5
2	Have an information base to prove the need for innovation, taking into account the basics of economics, logistics and information technology	PLO6
3	Develop short-term and medium-term business plans, plan resource needs (material, financial, labor, etc.).	PLO9
4	Be able to independently make non-standard creative decisions and implement them in practice	PLO 10
5	To raise the professional and cultural level, to improve the psychological climate and work activity in the team	PLO 20
6	Objectively and critically evaluate vital social information, make a reasonable contribution to the harmonization of human, international relations harmonization of human, interethnic relations	PLO 23

1. The curriculum program

The work program is approved by the Academic Council of the SNAU. Protocol No 5 From 24.12.2019

Semantic module 1. Methodological bases of development of personnel management.

Theme 1. Theoretical basis of personnel development management.

The essence of personnel management is science, academic discipline, type of management and art. Subject and object of science management development of personnel. Place of management of personnel development in the system of management and administration in organizations. Features and nature of personnel management at different levels of management. The concept of the object of personnel work in the organization. Tasks and functions of personnel services. Main stages of personnel management in organizations: planning, personnel selection, reserve formation, personnel selection, salary and privilege determination, professional orientation and adaptation; training and continuous development, assessment of activities and certification of personnel, labor mobility, training of management personnel.

Theme 2. Legal aspects of personnel management.

Institutional support for personnel management. Legal framework for the conclusion of labor relations. Basic forms of labor relations. Collective agreement. Employment contract. Contract. Legal basis for termination of labor relations. Grounds for the resignation of an employment contract. The concept of working time and its characteristics. Payment of labor time. Basic, additional, minimum wages. Wage regulation. Basic forms and models of wages.

Theme 3. Periodic assessment of personnel and personnel attestation

Essence and tasks of staff assessment. Criteria for assessing staff performance, quantitative and qualitative evaluation indicators. Models of workplace management frames. Methodological approaches to personnel assessment. Features of evaluation of managers and specialists. Attestation as a form of staff assessment. Objects of attestation. Regulatory and documentary certification of certification. Organization of certification. Types of attestation, their purpose and terms of conducting. Management decisions on the results of attestation.

Semantic module 2. Evaluation, development and management of personnel use

Theme 4. Development and training of personnel

Main types and methods of staff qualification improvement. Continuous system of personnel training and development. Forms, Duration and Quality of Learning. Self-education in the system of personnel development. Short-term courses, internships, post-graduate courses, doctoral studies. Retraining of personnel. Organizational and methodological provision of personnel training. Financing and investing in organizational development. Motivation of continuous training of the personnel. Features of the system of professional training in some CIS countries and the world. State Human Development Programs.

Topic 5. Business career management

The essence of the concept of a career. The motives and goals of the career development of the staff. The main types of career (dynamic, static, vertical, horizontal), their characteristics. Planning and career development. Professional staffing system. Plans and forms of professional mobility. Managing the business career of employees. Basic stages of business career management. Career in the personnel management system. Completion of an employee's career in an organization.

Theme 6. Management of personnel turnover and labor discipline.

The essence and consequences of staff turnover. Estimation and indicators of personnel turnover. The main reasons and motives for staff turnover. Factors for managing the flow. Internal and external factors of lowering the level of personnel turnover in organizations. The concept of labor discipline. The main factors of the formation of discipline. Organization of management of labor discipline. Assessment of the level of labor discipline in enterprises. Experience in managing staff turnover and labor discipline abroad.

Structure of discipline

Names of content modules and topics	Number of hours			
	Full-time			
	all	lecture	practical	Ind. work
1	2	3	4	6
Module 1. Theoretical basis of personnel development management.				
Semantic module 1. Methodological bases of development of personnel management.				
Theme 1. Theoretical basis of personnel development management	15	2	4	9
Theme 2. Legal aspects of personnel management	15	2	4	9
Theme 3. Periodic assessment of personnel and personnel attestation	15	2	4	9
Total content module 1	45	4	12	27
Content module 2 Assessment, development and management of personnel use				
Theme 4. Development and training of personnel	15	2	4	9
Topic 5. Business career management	15	2	4	9
Theme 6. Management of personnel turnover and labor discipline.	15	2	4	9
Total content module 2	45	4	12	27
Total hours by module 1	45	4	12	27
Total hours	90	12	24	54

4. Topics of lectures and plan their lessons

number s / n	topic	Number hours
1	Theme 1. Theoretical basis of personnel development management Plan. The essence of personnel management is science, academic discipline, type	2

	of management and art. Subject and object of science management development of personnel. Place of management of personnel development in the system of management and administration in organizations. Features and nature of personnel management at different levels of management.	
2	Theme 2. Legal aspects of personnel management Plan. Institutional support for personnel management. Legal framework for the conclusion of labor relations. Basic forms of labor relations. Collective agreement. Employment contract. Contract.	2
3	Theme 3. Periodic assessment of personnel and personnel attestation Plan. Essence and tasks of staff assessment. Criteria for assessing staff performance, quantitative and qualitative evaluation indicators. Models of workplace management frames.	2
4	Theme 4. Development and training of personnel Plan. Main types and methods of staff qualification improvement. Continuous system of personnel training and development. Forms, Duration and Quality of Learning. Self-education in the system of personnel development.	2
5	Topic 5. Business career management Plan. The essence of the concept of a career. The motives and goals of the career development of the staff. The main types of career (dynamic, static, vertical, horizontal), their characteristics.	2
6	Theme 6. Management of personnel turnover and labor discipline. Plan. The essence and consequences of staff turnover. Estimation and indicators of personnel turnover. The main reasons and motives for staff turnover. Factors for managing the flow. Internal and external factors of lowering the level of personnel turnover in organizations. The concept of labor discipline. The main factors of the formation of discipline. Organization of management of labor discipline.	2
	Together	12

5. Topics of practical classes

number s / n	topic	Number hours
1	Theme 1. Theoretical basis of personnel development management Plan. 1. Familiarization with the main components of the integrated assessment of managers and specialists of enterprises.	4
2	Theme 2. Legal aspects of personnel management 1. Familiarization with the main components of the integrated assessment of managers and specialists of enterprises.	2
3	Theme 2. Legal aspects of personnel management 1. Organization and documentation of staff attestation.	2
4	Theme 3. Periodic assessment of personnel and personnel attestation 1. Personnel development and investing in human resources of	2

	organizations.	
5	Theme 3. Periodic assessment of personnel and personnel attestation 2. Development of the plan of training and professional development of the personnel of the organization.	2
6	Theme 4. Development and training of personnel	2
7	Theme 4. Development and training of personnel.	2
8	Topic 5. Business career management	2
9	Topic 5. Business career management	2
10	Theme 6. Management of personnel turnover and labor discipline.	2
11	Theme 6. Management of personnel turnover and labor discipline	2
12	Total	24

4. Topics of individual work and plan their lessons

number s / n	topic	Number hours
1	Theme 1. Theoretical basis of personnel development management The concept of the object of personnel work in the organization. Tasks and functions of personnel services. Main stages of personnel management in organizations: planning, personnel selection, reserve formation, personnel selection, salary and privilege determination, professional orientation and adaptation; training and continuous development, assessment of activities and certification of personnel, labor mobility, training of management personnel.	9
2	Theme 2. Legal aspects of personnel management Legal basis for termination of labor relations. Grounds for the resignation of an employment contract. The concept of working time and its characteristics. Payment of labor time. Basic, additional, minimum wages. Wage regulation. Basic forms and models of wages.	9
3	Theme 3. Periodic assessment of personnel and personnel attestation Methodological approaches to personnel assessment. Features of evaluation of managers and specialists. Attestation as a form of staff assessment. Objects of attestation. Regulatory and documentary certification of certification. Organization of certification. Types of attestation, their purpose and terms of conducting. Management decisions on the results of attestation.	9
4	Theme 4. Development and training of personnel Short-term courses, internships, post-graduate courses, doctoral studies. Retraining of personnel. Organizational and methodological provision of personnel training. Financing and investing in organizational development. Motivation of continuous training of the personnel. Features of the system of professional training in some CIS countries and the world. State Human Development Programs.	9
5	Topic 5. Business career management Planning and career development. Professional staffing system. Plans and forms of professional mobility. Managing the business career of employees. Basic stages of business career management. Career in the personnel management system. Completion of an employee's career in an organization.	9

6	Theme 6. Management of personnel turnover and labor discipline. Assessment of the level of labor discipline in enterprises. Experience in managing staff turnover and labor discipline abroad.	9
	Together	54

9. Teaching methods

1 Methods of teaching by source of knowledge:

1.1 Verbal: story, explanation, conversation (heuristic and reproductive), lecture, instruction, work with a book (reading, translation, writing, drawing up a plan, reviewing, taking notes, making tables, graphs, reference notes, etc.).

1.2 Visual: demonstration, illustration, observation.

1.3 Practical: laboratory method, practical work, exercise, production and practical methods.

2 Teaching methods by the nature of the logic of cognition:

2.1 Analytical (essence: the breakdown of the whole into parts in order to study their essential features).

2.2 Synthesis (essence: the connection of the selected elements or properties of the object, the phenomenon into one whole).

2.3 Inductive (essence: the study of objects or phenomena from single to general).

2.4 Deductive (essence: the study of objects or phenomena from general to individual).

2.5 Traditional (essence: conclusions from general to general, from partial to partial, from singular to singular).

3 Teaching methods by the nature and level of independent mental activity of students:

3.1 Problem (software and information)

3.2 Partial search (heuristic)

3.3 Research

3.4 Reproductive (essence: the possibility of applying the studied practice)

3.5 Explanatory and demonstrative

4. *Active teaching methods* - brainstorming, crossword puzzles, competitions, debates, round tables, business games, trainings, use of problem situations, excursions, group research, self-assessment of knowledge, simulation teaching methods, use of educational and control tests, use of reference lecture notes.

5. *Interactive learning technologies* - the use of multimedia technologies, spreadsheets, case-study, dialogue learning, student cooperation (cooperation). use of multimedia technologies, spreadsheets, case-study, dialogue learning, student cooperation (cooperation).

6. *Personalized learning "Roundtable"* (Collective game to solve a common problem).

Scientific debate (Educational debate-dialogue, in which graduate students - representatives of different fields, defend their opinion, the opposite of others).

"Brainstorm" Judicial sitting (A game with the distribution of roles and the search for constructive answers). Training (a form of learning using different forms of work with a small group to improve skills in the process of modeling situations that are close to reality).

Debriefing (Analysis and discussion of previous work; structuring the experience; Six Thinking Hats by Edward de Bono) (systematization of thinking)

10. Methods of control

1. Rating control of a 100-point scale assessment ECTS.

2. An intermediate control during the semester (interim certification).

3. Criteria assess of the current work of students:

- the level of knowledge demonstrated in practical classes;

- active in the discussion of issues brought to the class;

- quick control during classes;
- self-study topics in general or specific issues;
- perform analytical calculation tasks;
- writing essays;
- test results;
- writing assignments during the tests;
- production situations, cases and more.

4. Direct consideration in the final assessment of student performance of certain individual tasks:

- educational and practical study of the presentation of results and more.

11. Points for Credit

Current testing and Independent work						IW	Total for modules and IW	Attestation	Total
Semantic module 30			Semantic module 35						
T1	T2	T3	T4	T5	T6				
10	10	10	10	15	15	15	85 (70+15)	15	100

9. Points for Credit national and ECTS

Total points	ECTS	National rating	
		Exams, term paper, practice	credit
90 – 100	A	Excellent	passing
82-89	B	Good	
75-81	C		
69-74	D	Satisfactory	
60-68	E		
35-59	FX	Unsatisfactory	Not passing, but can have second attempt
1-34	F	Poor	Not passing, need add training

10. Suggested Reading Methodological

1. Stoyanets N. Mykhailov A. «Management of personnel development» Educational methodological complex for students of specialty 181 « Food Technologies» Specialization: «Technology of Preservation and Processing of Meat» «Technology for preserving and processing milk» «Food Technology» full-time study. Sumy: Sumy National Agrarian University, 2019. - p.143

2. Mykhailov A. Human resource Management. Lecture notes to subject «Human resource Management» for students 3 year of study of day form of education area of training 6.030601 «Management» educational degree «bachelor» – Sumy: Sumy national agrarian University. – 2016. 58 p. Протокол № 6 від 23.05.2016

3. Mykhailov A. Human resource Management. Workbook for practical classes to subject «Human resource Management» for students 3 year of study of day form of education area of training 6.030601 «Management» educational degree

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T1	T2	T3	T4	T5	T6				
10	10	10	10	15	15	15	85 (70+15)	15	100

9. Points for Credit national and ECTS

Total points	ECTS	National rating	
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90 – 100	A	Excellent	passing
82-89	B	Good	
75-81	C		
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60-68	E		
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