

Институт иностранных языков

АННОТАЦИЯ УЧЕБНОЙ ДИСЦИПЛИНЫ

**Образовательная программа
45.04.02 «Лингвистика»,
профиль «Теория коммуникации и Международные связи с
общественностью (PR)»**

Наименование дисциплины	Управление персоналом
Объём дисциплины	4 ЗЕ (144 час.)
Краткое содержание дисциплины	
Название разделов (тем) дисциплины	Краткое содержание разделов (тем) дисциплины:
HR Management Basics	Concepts of “HR Management” and “Personnel Management” and their Evolution. Subject of the Course. HR Management Aims and Objectives. Organizational Structure of HR Department. Theoretical Aspects of HR. Evolution of Basic Approaches to HR Management. HR Management Principles and Methods. HR Management as a System. Cross-Cultural Approach to HR Management.
HR Management Strategy	Concept of HR Management Strategy. HR Management Strategy Stages. HR Policy, its Elements and Interrelation with Strategy. External and Internal Factors of Influence on HR Policy and Strategy. SWOT-analysis of HR in Organization.
Recruitment and Staffing	HR Planning. HR Planning Stages. Qualitative Staffing Requirements. Elaboration of Job Requirements. Recruitment. Internal and External Sources of Recruitment. Personnel Selection Goals. Personnel Selection Methods. Typical Selection Process Steps. Organization of the Selection Procedure.
Managing Adaptation, Training and Development of Personnel	Personnel Development Concept. Main Directions of Personnel Development Programme in Organizations. Professional and Organizational Adaptation of Personnel. Types and Aspects of Adaptation. Conditions for Successful Adaptation. Adaptation Technologies. Adaptation Quality Assessment.

<p>Job Rotation and Redeployment of Staff</p>	<p>Building an Organization's Talent Pool: Goals, Stages and Activities. Staff Turnover Analysis and Preventive Measures. Personnel Training Objectives. Cyclical Training Model. The System of In-house Employee Training. Training at the Initial Stage of Employment. Forms and Methods of Training, their Advantages and Disadvantages.</p>
<p>Professional and Intra-organizational Careers</p>	<p>Concepts of Professional and Intra-organizational Careers and Promotion. Career Planning. Career Self-management. Business Career Stages. Professional Development of Employees.</p>
<p>Managing Employee Motivation</p>	<p>Needs and Motives for Human Behaviour. The Essence, Content and Specificity of Stimulation and Motivation Processes. Main Theories of Labour Motivation. Motivation Theories Overview. Practical Implementation of Motivation Theories in Organizations. Material Incentives and Moral Encouragement. Compensation Forms. Social Benefits. Motivation Programmes.</p>

Разработчиком является кандидат экономических наук, доцент кафедры теории и практики иностранных языков ИИЯ Ю.С. Сизова

Директор ИИЯ



Н.Л. Соколова