Federal State Autonomous Educational establishment of higher education
RUDN-University

Engineering Academy

PROGRAMM

<u>Innovation technologies of personnel management</u>

The program track 27.04.05 Innovation studies

Educational program of higher education
Innovation management

2023 г.

1. The aim

The purpose of mastering the discipline is to gain knowledge, skills and experience in the field of innovative tools of personnel management at innovative enterprises, characterizing the stages of competency formation and ensuring the achievement of the planned results of mastering the educational program.

2. Requirements to the outcome of the course:

The following competences are formed in the study process.

Table 2.1. A list of formed competences

A code of a competence	A competence	Indicators of achieving a competence
UC-3	Ability to organize and manage the work of a team, developing a team strategy to achieve the goal	UC-3.1. Demonstrates knowledge of teamwork principles UC-3.2. Leads team members to solve assigned tasks
UC-4	The ability to apply modern communicative technologies, including in foreign language, for academic and professional interaction	UC-4.2. Uses modern information and communication tools for academic and professional interaction
GPC-3	The ability to independently solve control problems in technical systems based on the latest achievements of science and technology	GUC-3.1. Independently finds sources of information for solving control problems in technical systems
GPC-6	Able to collect and analyze scientific and technical information, summarize domestic and foreign experience in the field of innovation management and building innovation ecosystems	GUC-6.1. Independently finds reliable sources of scientific and technical information GUC-6.2. Demonstrates knowledge of methods for summarizing information in the field of innovation management
PC-1	The ability to organize the work of a creative team to achieve the set scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of work, costs and results of the research and production team	PC-1.1. Demonstrates knowledge of the key principles of creative team management PC-1.2. Uses tools for assessing the quality and effectiveness of labor

3. Place of the course in the structure of GEP: Part, formed by educational relations participants - the first block of EP HE.

Table 3.1. A list of EP HE components, brining forward planned results achievement

A code of a competence	A competence	Preceding courses	Following courses
UC-3	Ability to organize and manage the work of a team, developing a team strategy to achieve the goal	-	Practical applications of Earth remote sensing data and GIS Introductory training Organisation and managerial training (S) Organisation and managerial training (P) Predegree training State exam Graduation qualification work

UC-4	The ability to apply modern communicative technologies, including in foreign language, for academic and professional interaction		State exam Graduation qualification work
GUC-3	The ability to independently solve control problems in technical systems based on the latest achievements of science and technology		State exam Graduation qualification work
GUC-6	Able to collect and analyze scientific and technical information, summarize domestic and foreign experience in the field of innovation management and building innovation ecosystems		Design of automated control systems Introductory training State exam Graduation qualification work
PC-1	The ability to organize the work of a creative team to achieve the set scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of work, costs and results of the research and production team		Practical applications of Earth remote sensing data and GIS Introductory training Organisation and managerial training (S) Organisation and managerial training (P) Predegree training State exam Graduation qualification work

4. Workload of the course and forms of study work

General workload of the course *3.*

Table 4.1. Form of study work of EP HE

Form of study work	Total hours	Semester
		2
Class hours (total)	48	48
Including:		
Lectures (Lc)	16	16
Laboratory classes (LC)	-	-
Seminars (S)	32	32
Autonomous work (AW), hr	60	60
In total hr	108	108
credits	3	3

5. Content of the course

Table 5.1. Content of the course

Наименование раздела дисциплины	Содержание раздела (темы)	Виды учебной работы
Topic 1.Main notions and concepts of HR management.	Recruitment and its genesis in Russia. Comparative analysis of personnel recruiting in Western countries and in Russia. Recruitment and economic development of the country. Recruitment as a form of innovative and prosperous business. Classification of recruiting companies in Russia and its role in the labor market. Specialization of recruiters. Forms of education of recruiters.	L,S, AW

	Psychological factors in recruiting.	
Topic 2. Place and role of recruiting agencies in the labor market.	Leading directions in the activity of recruiting agencies. Recruiting fairies and its importance. Forms of resumes. Video resume as innovative form of selfpresentation. Rules of resume presentations. Main requirements to resumes. Importance of the previous experience. Ways to get practical experience for University graduates. Professional training during University studies. Companies and facilities for training. Links between Universities and companies. Forming competencies required at work. Recruiting via on line test. Forms of interviews and methods applied. Collective interviews, stress interviews. How behave at an interview and impress the possible employer. State policy of labor market adjustment.	L,S, AW
Topic 3. Creation of innovative potential of the organization.	Concepts of effect, efficiency and effectiveness of every member of the organization. Types of company effectiveness and requirements for innovative HR. Role of economic and social effectiveness for the innovative HR recruitment. Forms of motivation for innovative HR attraction. Knowledge and it significance for innovative HR drawing.	L,S, AW
Topic 4. Education for innovative HR development and management.	Personalities in organization and their driving activity. Leaders to be followed. Formal and informal leaders. Leaders are drivers of knowledge. Curve of personnel assimilation to the workplace. Requirements of every stage of assimilation to shorten the time for adapting and to raise feedback as soon as possible, Forms of organization culture to stimulate HR education. Features of informal organizational culture aimed at ruining social effectiveness. HR education at every cycle of the organizational development. Formal and informal educational tools. Inner education and its forms. Top management and HR education. Importance of rules, image, dress code in HR education. Evaluation the individual effectiveness through individual tasks. Curve of correspondence between tasks fulfillment, time and outcome. Research for innovative methods of HR education. Multicultural organizations and their effectiveness. Special requirements to personnel in innovative organization. Initiative stimulation and assessment. Drive for	L,S, AW

	innovation. Special conditions in the place of work and outcome evaluation. Monetary and non-monetary evaluation. Innovative forms of evaluation of innovative approaches to work.	
Topic 5. Classification of methods for effective management of personnel.	Team-building and its effectiveness. New approaches to team-building and development of HR. Effectiveness, reliability, clarity and constructiveness of management. Basic features of effective corporate culture for HR management: objectiveness, reproductively, necessity, motivation, evaluation and concreteness	L,S, AW

6.Technical Support Requirements

Table 6.1. Technical Support Requirements

A type of a classroom	*Technical Support Requirements*	Special equipment, software
For lectures	An auditorium for lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations	-
For seminars	Audience for conducting seminar-type classes, group and individual consultations, current control and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations	-
For autonomous work	An auditorium for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to the EIS	-

6. Study-methodical and information sources:

Main literature:

1. Ivanova T.B., Alexeenko V.B. Labor market in Russia M.: RUDN-University, 2016
2. Ivanova T.B., Alexeenko V.B. Tops-tips to success. M.: RUDN-University, 2017

Internet recources:

1) http://www.businesstest.ru/ деловые тесты
2) http://www.smartcat.ru/Personnel/ электронная библиотека учебной литературы
3) Electronic library systems:
– ЭБС РУДН http://lib.rudn.ru/MegaPro/Web
– ЭБС «Университетская библиотека онлайн» http://www.biblioclub.ru
– ЭБС «Юрайт» http://www.biblio-online.ru
– ЭБС «Консультант студента» www.studentlibrary.ru
– ЭБС «Лань» http://e.lanbook.com/
– ЭБС «Троицкий мост»
4) Data bases and browsers:
– электронный фонд правовой и нормативно-технической документации http://docs.cntd.ru/
– поисковая система Яндекс https://www.yandex.ru/
– поисковая система Google https://www.google.ru/
– реферативная база данных SCOPUS http://www.elsevierscience.ru/products/scopus/
5) Sites:
– https://www.mos.ru/mka/
– http://www.minstroyrf.ru/

7. Assessment system

Materials for assessing the level of mastering the educational material of the discipline (assessment materials), including a list of competencies indicating the stages of their formation, a description of indicators and criteria for assessing competencies at various stages of their formation, a description of assessment scales, standard control tasks or other materials necessary for assessment knowledge, abilities, skills and (or) experience of activity, characterizing the stages of the formation of competencies in the process of mastering the educational program, the methodological materials defining the procedures for assessing knowledge, skills, skills and (or) experience of the activity, characterizing the stages of the formation of competencies, are developed in full and are available for students on the discipline page in the TUIS RUDN University.

Educational designer:

Associate Professor, Ph.D   E. A. Kovaleva

Director of innovation management in industries department   O.E. Samusenko

Head of EP HE:
Associate Professor, Ph.D   Yu. A. Nazarova