	SUBJECT DESCRIPTION	MODELO PED.014.02
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<i>Course</i>	Hotel Management/ Catering and Food Services/Hospitality and Leisure			<i>Academic year</i>	2020/21		
<i>Subject</i>	Human Resources Management			ECTS	4		
<i>Type of course</i>	Required						
<i>Year</i>	3rd	<i>Semester</i>	2nd sem	<i>Student Workload:</i>			
<i>Professor(s)</i>	Maria Filomena Gomes			<i>Total</i>	109	<i>Contact</i>	79
<i>Area/Group Coordinator</i>	Maria Manuela Santos Natário m.natario@ipg.pt						

Planned SD

1. LEARNING OBJECTIVES

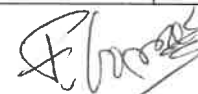
The HRM syllabus aims to complement the knowledge obtained in the other curricular units of this graduation, conducting to the development of skills for the formulation and implementation of strategic and practical policies, in the human resources management.

It is intended that students acquire the knowledge of concepts and practices associated to the main areas of intervention in people management, namely: recruitment processes; selection and integration of people in the organization; performance evaluation; interpersonal relations; training; salary management and other compensations. In the end, the student should have knowledge that allows him to recruit, select, manage and evaluate people within the organization.

2. PROGRAMME

- I. Human Resources Administration
- II. Recruitment and Selection
- III. Description and Job Analysis
- IV. Reward Systems
- V. Performance Assessment Systems
- VI. Development and management skills
- VII. Human Resources and Career Management Planning
- VIII. Interpersonal Relations
- IX. Organizations in a changing process

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES



This curricular unit, through the entire syllabus, aims to contribute to the complete formation of the student as a person and future professional of the hospitality industry. For this awareness will be raised the importance of the professional gesture transmitted, the need to know how to behave and what to do in the domain of technique, operations, instruments and relations, in an integrated and systemic form.

In the end, students should be able to, autonomously, to participate and develop their activities, namely at the organizational level, developing and applying management concepts in companies where the student could be insert.

4. MAIN BIBLIOGRAPHY

Caetano, A. e Vala, J. (organizadores)(2007), *Gestão de Recursos Humanos: contextos, processos e técnicas*; 3ª edição; Lisboa: Editora RH

Chiavenato, I. (2009). *Recursos Humanos: o capital humano das organizações*. 9ª ed. Rio de Janeiro: Editora Elsevier.

Ferreira, A. I. e Martinez, L. F. (2015), *Manual de diagnóstico e mudança organizacional*, 2ª reimpressão, Lisboa: Editora RH


Gomes, J.F; Cunha, M. P e; Rego, A.; Cunha, R. C. e; Cabral-Cardoso, C. e Marques, C. A. (2008), *Manual de gestão de pessoas e do capital humano*; Lisboa: Edições Sílabo

Peretti, J. M. (2004), *Recursos Humanos*, 3ª edição, Lisboa: Edições Sílabo

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

From the methodologies used in theoretical-practical lessons, we highlight:

- Lectures
- Interactive Lessons
- Simulation and case studies
- Group work
- Interaction and debate

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Continuous assessment will reflect the students average performance based on the following components:

Global Test (written test) – 50%

Group practical assignment – 50%

Students should obtain a minimum grade of 7 points in each of the components and 9,5 points in the overall sum. If the group practical assignment score is positive, it will be considered in final score

Theoretical Practical Exam – 100%

Or

Theoretical practical Exam - 50%

Group practical assignment – 50%

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

To attain the proposed goals, the methodology used in the curricular unit rests in theoretical-practical formation principles with focus in sharing, analyses and real life case studies. Whenever possible, the interaction and debate of ideas will be promoted in order to apply the concepts and techniques of human resources management in the hotel and catering sector.

7. ATTENDANCE

Doesn't apply

8. CONTACTS AND OFFICE HOURS

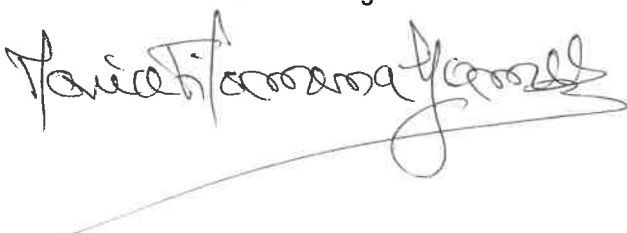
Email: fgomes@ipg.pt

Office hours (Seia):

Monday: 2p.m.- 4p.m. and Wednesday: 3p.m.-4 p.m.

Guarda, March 2021

Professor Signature:



Area/Group Coordinator Signature: