

## SYLLABUS

The basic course informations:			
<b>Academic Unit:</b>	<b>Faculty of Tourism and Environment</b>		
<b>Title:</b>	<b>Strategy management of human resources</b>		
<b>Level:</b>	<b>Master</b>		
<b>Status:</b>	<b>Compulsory</b>		
<b>Year of studies:</b>	<b>I</b>		
<b>The number of hours per week:</b>	<b>4</b>		
<b>ECTS:</b>	<b>6</b>		
<b>Time / Location:</b>			
<b>Course Professor:</b>	<b>Hysen Sogojeva</b>		
<b>Contact details:</b>	<b>hysen.sogojeva@ushaf.net</b>		
<b>Course description:</b>			
	<i>This course teaches students about theoretical and practical knowledge in the field of human resource management, including all elements that influence the acquisition of human resources knowledge, planning, organization, recruitment, selection, performance evaluation, health and safety as well as their collective relationships.</i>		
<b>Objectives:</b>			
	<i>The objective of this module is to prepare students with strategic managerial skills by applying strategy planning. In addition, students will be acquainted with the characteristics of the long-term strategy decisions in an organization.</i>		
<b>Learning outcomes:</b>			
	<p><i>After successfully completing this module, students will be able to:</i></p> <ul style="list-style-type: none"> <li>• <i>apply in practice the knowledge and skills for the professional management of human resources in the organization,</i></li> <li>• <i>identify eventual difficulties and the time when staff should be motivated for work,</i></li> <li>• <i>have the power to carry out job descriptions for dependent staff,</i></li> <li>• <i>Implement analysis to identify the method to stimulate dependent staff to integrate into group work.</i></li> </ul>		
Contribution to the student's charge (which should correspond with the results of the student's learning results)			
Activity	Hour	Day/week	In total
Theoretical and practical teaching	4	15	60
Practical work			
Contacts with the teacher / consultants	1	15	15
Field exercises			
Kollokfiume, seminars	2	2	4

Homework			
Student study time (in library or at home)	4	15	60
Final Preparation for Examination	1	10	10
Time spent on assessment (tests, quiz, final exam)	2	1	2
Projects, presentations, etc.			
<b>Total</b>			<b>151</b>
<b>Methodology of teaching:</b>	<i>Lectures and exercises combined with case studies.</i>		
<b>Methods of assessment</b>	<i>Seminar (case study) 30% Exam 70%</i>		
<b>Literature</b>			
<b>Basic Literature</b>	1. Ymer Havolli "Menaxhimi I Resurseve Njerëzore" Tirane 2014		
<b>Supplementary Literature:</b>	2. GELANTINA CANGO "Menaxhimi i Burimeve Njerëzore" Botim i trete Tirane 2014 3. Shyqri Llaci,Zana Koli " Manaxhimi i burimeve njerëzore" Tiranë,2001 4. G.Hollinshead & M. Leat "Human Resource Management", 1995, London. 5. Paul Banfield-Rebecca Kay" Hyrje ne Menaxhimin e Resurseve Njerëzore" 6. Enver Kutllovci " Menaxhimi i resurseve humane " Prishtinë,2004		

<b>The lesson plan Design:</b>	
<b>Week</b>	<b>Lectures to be held</b>
<b>Week 1:</b>	<b><i>The nature and development of human resource management</i></b>
<b>Week 2:</b>	<b><i>Work organization</i></b>
<b>Week 3:</b>	<b><i>Analysis of human resources work</i></b>
<b>Week 4:</b>	<b><i>Needs Planning for H.R.</i></b>
<b>Week 5:</b>	<b><i>Recruiting H.R.</i></b>
<b>Week 6:</b>	<b><i>Selection of H.R.</i></b>
<b>Week 7:</b>	<b><i>Employee Formation &amp; First Assessment</i></b>
<b>Week 8:</b>	<b><i>Employee Performance Estimation</i></b>
<b>Week 9:</b>	<b><i>Reward Management</i></b>
<b>Week 10:</b>	<b><i>Performance Reward</i></b>
<b>Week 11:</b>	<b><i>Employee Benefits</i></b>
<b>Week 12:</b>	<b><i>Health and Safety at Work &amp; Second Assessment</i></b>
<b>Week 13:</b>	<b><i>Employment Agreements</i></b>
<b>Week 14:</b>	<b><i>Collective contacts</i></b>
<b>Week 15:</b>	<b><i>Means of negotiation between unions and management</i></b>

**Academic policies and rules of conduct:**

*Regular attendance, tranquility and active engagement in dialogue during lectures and exercises are obligatory. As a matter of courtesy, mobile phones should be switched off during classes and exams.*