

<b>Basic data of the subject</b>	
<b>Academic unit:</b>	<b>Faculty of Engineering and Informatics Applied Informatics</b>
<b>Title of the subject:</b>	<b>Organization and management of personnel</b>
<b>Level:</b>	<b>Bachelor</b>
<b>Course Status:</b>	<b>Obligatory</b>
<b>Year of studies:</b>	<b>III</b>
<b>Number of hours per week:</b>	<b>3</b>
<b>Value of Credits - ECTS:</b>	<b>5</b>
<b>Time / location:</b>	
<b>Course lecturer:</b>	<b>Prof.Dr.Agron Bajraktari</b>
<b>Contact details:</b>	<a href="mailto:Agron.bajraktari@ushaf.net">Agron.bajraktari@ushaf.net</a>
<b>Course Description:</b>	<i>The main topic covering this module are as following: Personnel management as an important task of the entrepreneur, The search for the right employees, Possible contact points and channels for staff acquisition, The application process, Hiring and training of new employees, Optimizing the corporate culture, Promotion and development of employees through training, further education and reflection, Incentive systems of a material and immaterial nature, Leadership as a management task, Internal communication in the company, The structured exit of an employee from the company – off boarding, Release personnel, HR strategy.</i>
<b>Objectives of the course:</b>	<i>Students to acquire new knowledge of a theoretical and practical nature in the field of Personnel Management; Students understand why staff management is necessary; Students gain knowledge about organization, recruitment, selection, motivation, communication, development, performance appraisal; Students can apply in practice the knowledge gained through practical examples, etc.</i>
<b>Expected learning outcomes:</b>	<i>Upon completion of this course students will gain:</i> <ul style="list-style-type: none"> <li>• <i>Basic knowledge of personnel management including Organization, Staffing, Management, Control and Coordination;</i></li> <li>• <i>Ability and Skills to apply in practice the knowledge of professional personnel management in the organization;</i></li> <li>• <i>Competence to perform the job description for the dependent staff, to perform analyzes to identify the method to stimulate the dependent staff to integrate in group work as well as to identify eventual difficulties and the time when the staff should be motivated for work.</i></li> <li>• <i>Ability to understand that personnel management is a</i></li> </ul>

	<i>process of securing the right people in the right place and at the right time.</i>		
<b>Contribution to the student load (which must correspond with learning outcomes)</b>			
<b>Activity</b>	<b>Hour</b>	<b>Day/Week</b>	<b>In total</b>
Lectures with numerical exercises	3	15	45
Internship			
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	3	2	6
Homework			
Self-learning time student (at the library or at home)	3	15	45
Final preparation for the exam	7	2	14
Time spent on evaluation (tests, quiz and final exam)			
Projects and presentations.	3	5	15
<b>Total</b>			<b>125</b>
<b>Teaching methodology:</b>	<i>Lectures and exercises combined with case studies and classroom discussions, group work, assessment tests, study visits.</i>		
<b>Assessment methods:</b>	<i>Engagement in lectures and exercises 0-10 point</i> <i>Seminar work 0-20 point</i> <i>Exam 0-70 point</i> <i>The exam has 20 (18 + 2) questions with proportional division of questions according to the lectures, of which there will be open questions, closed and half open questions. Assessment is for 18 questions; two additional questions are options for replacement.</i> <i>Points from attendance, engagement and seminar work will be transferred.</i>		
<b>The ratio of theory and practice:</b>	<i>80% theory and 20% practice.</i>		
<b>Literature</b>			
<b>Basic Literature:</b>	<ol style="list-style-type: none"> <li><i>Brüssel M. &amp; Stella S., (2019), Praxishandbuch Personalmanagement für Handwerksunternehmen, SpringerGabler</i></li> <li><i>Canco G., (2018), Menaxhimi i Burimeve Njerëzore, Tiranë,</i></li> </ol>		
<b>Additional Literature:</b>	<ol style="list-style-type: none"> <li><i>Stock-Homburg R. &amp; Groß M., 2019), Personalmanagement: Theorien – Konzepte – Instrumente, Wiesbaden;Springer Gabler</i></li> </ol>		
<b>Designed learning plan</b>			
<b>Week:</b>	<b>Lectures and exercises to be held</b>		
<b>Week one:</b>	<i>Presentation of Syllabus</i>		

<b>Week two:</b>	<i>Personnel management as an important task of the entrepreneur</i>
<b>Week three:</b>	<i>The search for the right employees</i>
<b>Week four:</b>	<i>Possible contact points and channels for staff acquisition</i>
<b>Week five:</b>	<i>The application process</i>
<b>Week six:</b>	<i>Hiring and training of new employees</i>
<b>Week seven:</b>	<i>Optimizing the corporate culture</i>
<b>Week eight:</b>	<i>Promotion and development of employees through training, further education and reflection</i>
<b>Week nine:</b>	<i>Incentive systems of a material and immaterial nature</i>
<b>Week ten:</b>	<i>Leadership as a management task</i>
<b>Week eleven:</b>	<i>Internal communication in the company</i>
<b>Week twelve:</b>	<i>The structured exit of an employee from the company - offboarding</i>
<b>Week thirteen:</b>	<i>Release personnel</i>
<b>Week fourteen:</b>	<i>HR strategy</i>
<b>Week fifteen:</b>	<i>Presentation of seminar papers</i>
<b>Academic policies and rules of conduct</b>	
<p><i>Participation on lectures and exercise is mandatory.</i></p> <p><i>Students are encouraged to seek clarification during the lectures and exercises.</i></p> <p><i>Professor will be available for clarification and consultation to students. Students are required after each lecture to read, at least, obligatory literature and to do the assignments and essays.</i></p> <p><i>Students are encouraged to open and broadcast debates.</i></p> <p><i>The student should be aware and comply rules and regulations of the institution. She/he must respect the schedule of lectures, exercises and must be intently during lectures. It is required to present ID during tests and exams.</i></p> <p><i>During the drafting of seminars, the student should comply guidelines from professor in order to complete the research and technical part of the paper.</i></p>	