**Description of Discipline**

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| Title of Discipline / **HR Management in Tourism** | | | | |
| **Semester** | **Duration** | **Type of Discipline** | **ECTS Credits** | **Student Workload** |
| 2 | 120 hrs. | elective | 4 | 30 hours of teaching, including 16 hours of lectures, 14 hours of practical classes; 90 hours of self-study |

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| **Requirements for Participation** | **Type of examination (oral, written, term paper, etc.)** | **Methods of teaching and learning (lectures, seminars, etc.)** | **Discipline Coordinator** |
| Bachelor in Tourism | Oral exam | Lectures (explanation, heuristic conversation, problematic presentation, illustration, demonstration); practical classes (explanation, coaching, business game, educational discussion, research and analytical work, comparison, generalization, analysis, synthesis, specification, simulation), self-study, individual scientific-research assignments. | Doctor of Economic Sciences, Associate Professor Rohovyi A.V. |

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| Learning Outcomes |
| General competencies:  GC 02. Ability to organize, plan, forecast performance;  GC 05. Ability to communicate with experts from other fields of activity on topical issues of tourism and recreation;  GC 07. Entrepreneurial spirit, creativity, desire to succeed and self-realization;  GC 08. Ability to time management;  GC 09. Ability to motivate people and move towards a common goal;  GC 10. Ability to assess and ensure the quality of work performed;  Special competencies:  SC 05. Ability to use the theory and methods of innovation and information development at different levels of government;  SC 08. Ability to implement international experience of recreational and tourist activities;  SC 10. Ability to manage risks in tourism;  SC 11. Ability to manage information;  SC 12. Ability to do business in the national and international tourism market;  SC 13. Ability to determine strategic objectives in the development of tourism business;  SC 14. Ability to social and academic mobility in the field of tourism.  Program learning outcomes:  PLO2) The ability to understand and apply in practice the theory and methodology of the system of sciences that form tourism;  PLO3) Ability to use information and innovative methods and technologies in the field of tourism;  PLO6) Ability to manage the enterprise of the tourism and recreation industry;  PLO8) Fluent in the state language and use it in professional activities;  PLO11) To use communication skills and technologies, to initiate introduction of methods of communicative management in practice of activity of subjects of tourist business;  PLO13) Make decisions in difficult and unpredictable conditions, which requires the application of new approaches and forecasting methods;  PLO14) Be responsible for the development of professional knowledge and practices, assessment of strategic development of the team, the formation of effective personnel policy;  PLO15) Demonstrate the ability to self-development and self-improvement throughout life;  PLO16) Initiate innovative complex projects, show leadership during their implementation. |

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| Content |
| The discipline "Personnel Management" is the theoretical basis of knowledge and skills that form the profile of a specialist in the management field.  The purpose of teaching the discipline is to develop a complex of theoretical knowledge and practical skills on the formation and implementation of personnel policy in modern organizations, the rational selection of employees for positions and the formation of effective workforce, evaluation and development of employees, as well as purposeful use of their potential.  The tasks of teaching the discipline are theoretical and practical training of students in the following areas:   * formation of an effective personnel management system in an organization; * substantiation of conceptual and methodological principles of personnel management; * formation and analysis of the personnel policy of an organization; * development of personnel management system and effective number of employees of the personnel service at an enterprise; * management of social development of a labor collective; * formation of a successful team as a social entity; * application of modern methods of planning and forecasting of personnel needs; organization of personnel recruitment and selection in an organization; * training, professional development and retraining of employees at the stage of personnel development of an organization; * management of a business career and official position of managers for the purpose of their development; * personnel certification and use of results in the motivation system; * evaluation of efficiency and effectiveness of personnel management.   **Contents:**  1. Personnel management in the organizational management system.  2. Personnel management as a social system.  3. Personnel policy and personnel management strategy at an organization.  4. Organization of activity and functions of personnel services.  5. Організація набору та відбору персоналу. Organization of personnel recruitment and selection.  6. Personnel involvement.  7. Formation of labor collective at an organization.  8. Personnel evaluation at an organization. |

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| Exemplary Literature |
| Primary   1. Code of Labor Laws of Ukraine. - K., 1998. 2. Dyatlov V.A., etc. Personnel management: textbook. manual for stud. of econ. universities and faculties. - M: Prior, 1998. 3. Yehorshyn A.P. Personnel management. - Nizhny Novgorod: Nimb, 1999. 4. Zhuravlev P. World experience in personnel management. M .: Progress, 1998. 5. Kolot A.T. Motivation, stimulation and evaluation of staff: Textbook. Manual. - К .: КНЕУ, 1998. 6. Kokhanov E.F. Personnel selection and induction. - M .: GAU, 1996. 7. Petyukh V.M. Personnel management: Teaching method for independent study of the discipline. - K .: KNEU, 2000. 8. Starobinsky Z.E. How to manage staff. - 4th ed., updated. - Moscow: Intel-Synthesis Business School, 1998. 9. Personnel management: teaching practice. manual for students. of econ. universities and faculties. / Ed. by A.Ya. Kibanov et al .. - M .: Prior, 1999. 10. Khmil F.I. Personnel Management: A Textbook for Students of Higher Education. - К .: Akademvydav, 2006. - 488 p.   Supplementary   1. Bohoyavlenska Yu.V., Khodakivsky E.I. Labor Economics and Management: Textbook. manual. - К .: Kondor, 2005. - 332 p. 2. Vinogradsky M.D. Management of Organizations. - To: KNTU. - 1998 3. Dancheva O.V., Schwalb Yu.M. Practical psychology in economics and business. - K .: Libra, 1999. 4. Dressler Harry. Personnel management. - M: Binom. - 1997. 5. Stadnik V.V., Yokhna M.A. Management: Textbook. - 2nd ed., - К .: Akademvydav, 2007. - 472 p. 6. Shapoval M.I. Quality Management Textbook. 3rd ed., Corr. and ext. - К .: "Znannia", КОО, 2007. - 471 p. 7. Shkatulla V.I. Human Resources Manager's desk book. - M .: Norma-infra. - 1998. |

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| Title of Discipline: **HR Management in Tourism** | | | | | | |
| Semester | Duration | Type of Discipline | ECTS Credits | Academic Workload | | Language of Instruction |
| 2 | 120 hrs. | optional | 4 | 30 hours of classroom training including 16 hours of lectures and 14 hours of practical classes, 90 hours of self-study | | Ukrainian |
| Learning Outcomes | | | Teaching Methods | | Evaluation Methods | |
| PLO 2. To understand and implement into practice theories and methodology of tourism studies.  PLO 3. The ability to use information and innovative methods and technologies in the field of tourism.  PLO 6. The ability to manage an enterprise of the tourism and recreation industry.  PLO 8. To know the official language to perform the professional activity.  PLO 11. To use communication skills and technologies, to introduce methods of communication management into the activity of tourism business entities.  PLO 13. To make decisions in complex and unpredictable conditions, which require the application of new approaches and forecasting methods  PLO 14. To be responsible for the development of professional knowledge and practices, evaluation of the strategic development of the team, the formation of an effective personnel policy.  PLO 15. The ability of a lifelong personal development and self-improvement.  PLO 16. To initiate innovative comprehensive projects and show leadership skills when implementing them. | | | **Active teaching methods** (situational research, individual research, group projects, class discussion, roleplaying games)  **Passive teaching methods** (lecture, explanation, demonstration)  **Explanation and illustration**: a lecturer creates favorable conditions for students to perceive, comprehend and memorize information about methodology and organization of research.  **Reproductive method:** a lecturer gives a task on HR management at a tourism enterprise and students acquire skills in applying knowledge following an example when they complete the task;  **Problem-based learning** (a lecturer presents and solves a problem of organizing recruitment process meanwhile students track the process of solving the problem);  **Search-based learning:** a lecturer formulates a problem of retaining and encouraging staff members, students solve it step by step, a lecturer monitors the process (students combine their reproductive and creative activity);  **Research-based learning:** a lecturer formulates a problem of encouraging staff members, and students solve it independently, putting forward ideas, checking them, selecting the necessary sources of information, devices, materials, etc. | | Group and individual evaluation in written and oral forms that is conducted as a part of intermediate and final evaluations and is aimed at determining the level of students’ understanding of advanced concepts of HR-management and the key role of human capital management in the activity of tourism enterprises, development teamwork skills and ability of conflict resolution as well as the mastery of research and professional methods.  Evaluation of all classroom and self-study activities (continuous evaluation, intermediate and final evaluation; exam, presentations, individual tasks). | |