

National Aviation University
Faculty of transport, management and logistics
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ACADEMIC DISCIPLINE « PERSONNEL MANAGEMENT »



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FORMATION OF GENERAL COMPETENCIES AS A RESULT OF STUDYING BY STUDENTS OF THE DISCIPLINE "PERSONNEL MANAGEMENT"

GC 1 . Ability to abstract thinking, analysis, synthesis.

GC 2. Ability to apply knowledge in practical situations.

GC 3. Knowledge and understanding of the subject area and understanding of professional activity.

GC 4. Ability to communicate in the state language both orally and in writing.

GC 5. Ability to adapt and act in a new situation.

GC 6. Adherence to ethical principles both in terms of professional honesty and in terms of understanding the possible impact of management achievements on the social sphere.

GC 7. Ability to analyze staffing of the enterprise.



FORMATION OF PROFESSIONAL COMPETENCIES AS A RESULT OF STUDYING BY STUDENTS OF THE DISCIPLINE "PERSONNEL MANAGEMENT"

PC 1. Ability to analyze the results of the organization, to compare them with the factors of external and internal environment.

PC 2. Ability to manage the organization and its departments through the implementation of management functions.

PC 3. The ability to act socially responsibly and consciously.

PC 4. Ability to choose and use modern management tools.

PC 5. Ability to work in a team and establish interpersonal interaction in solving professional problems.

PC 6. Ability to evaluate the work performed, ensure their quality and motivate the staff of the organization.

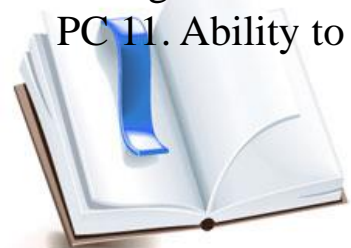
PC 7. Ability to create and organize effective communications in the management process.

PC 8. Understanding the essence of management principles and the ability to apply them to solve management problems.

PC 9. Ability to intensify the work of the company's staff. Ability to use appropriate tools to motivate the intensification of labor activity of the personnel of the enterprise - the subject of foreign economic activity.

PC 10. Ability to identify and analyze the micro and macro environment for the implementation of managerial functions of the manager.

PC 11. Ability to adhere to a system of values in the relationship between managers and employees.



LEARNING OUTCOMES

Know:

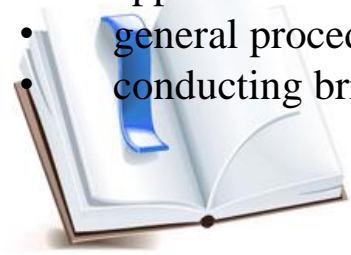
- requirements for the professional qualification level of employees. The concept of position, profession, qualification.
- competence of the employee. Types of competencies.
- professional competence and professional suitability.
- methods and forms of professional orientation.
- models and methods of employee selection.
- the role of coaching and mentoring. The speed of labor adaptation and the factors that determine it.

Be able to:

- freely navigate the issues of the course as an essential part of personnel management of the enterprise;
- conduct appositions and interviews with representatives of various levels of government;
- have the technique of conducting a telephone conversation about employment;
- to analyze and evaluate individual differences of applicants and their comparison and to prepare the optimal management decision on the appointment of an employee to the position;

Have practical skills:

- independent use of the latest approaches to assessing the personnel situation at the enterprise;
- application of methods of management of professional orientation of employees;
- general procedures for hiring staff in organizations;
- conducting briefings.



BASIC PRINCIPLES OF PERSONNEL MANAGEMENT

- providing maximum independence,
- initiative,
- trust,
- delegation of powers and responsibilities to team members,
- democracy,
- realism,
- creative orientation,
- justice,
- equality, openness,
- no discrimination on the basis of age, sex, religion, etc.
- legality,
- individuality,
- humanism.



CURRENT STAFF MANAGEMENT TRENDS

- Formation of a healthy microclimate in the team. Involvement of temporary employees in the tasks of the team
- Expansion of remote methods of teamwork
- New reward systems
- Expanding the scope of traditional "working age"
- Creating welfare programs for staff
- The growing importance of unique human skills
- Communication without borders: employees are always in touch
- Companies know much more about employees
- Development of emotional intelligence of leaders
- Joint implementation of the strategy



PRINCIPLES OF DELEGATION OF AUTHORIZATION AND RESPONSIBILITY IN PERSONNEL MANAGEMENT :

- single leadership;
- limitation of controllability norms (control range);
- assigned responsibility;
- compliance of rights and responsibilities;
- reporting on deviations;
- transfer of responsibility for work to a lower level of management



OUTSOURCING IN PERSONNEL MANAGEMENT

Outsourcing in personnel management is the transfer of the functions of the personnel department to an outsourcing company that specializes in this field.

Outsourcing is used when the organization faces new challenges or needs to expand the scope of activities that staff do not have today.

Advantages of personnel outsourcing :

Advantages	Due to which there is an advantage
Time saving	Recruitment, training, certification of staff, control of the work process, payroll, etc. are performed by an outsourcer
Absence of restrictions	It is possible to attract an unlimited number of staff without the burden of registration of employment
Saving financial resources	Quick involvement of qualified personnel to perform tasks for a decent salary



OUTSTAFFING IN PERSONNEL MANAGEMENT

Outstaffing is the withdrawal of staff from the staff of the organization, the transfer of part of its employees to the staffing (leasing) agency.

People remain in their jobs, but all functions of the employer (accrual and payment of wages, social guarantees, etc.) are taken over by the company that provides these services.

Advantages of outstaffing :

- *Increasing the flexibility of personnel management;*
- *Distribution of responsibilities;*
- *Reducing the volume of personnel service work;*
- *Reduction of wage costs and related benefits.*



COMPARISON OF OUTSTAFFING AND OUTSOURCING

	OUTSTAFFING	OUTSOURCING
Types of labor relations	The provider selects staff for the customer according to certain criteria and sends him to work in the customer's company	The company temporarily provides employees with appropriate qualifications
Hiring staff	The staff is officially registered with the contractor and works for the customer	The staff works on a subcontract basis
Pay	Employees are regularly paid as usual	Employees are paid for the results of the company's processes
Staff functions	Employees perform all types of work	Intellectual work
Coordination and control of works	The customer coordinates the work of employees and monitors the process of its implementation	The contractor coordinates the work of employees, monitors the progress of its implementation, and the customer, at the same time, receives a ready result from the process

THE MAIN CAUSES OF SOCIO-PSYCHOLOGICAL PROBLEMS IN HUMAN RESOURCE MANAGEMENT

PSYCHOLOGICAL AND SOCIAL FEATURES OF EMPLOYEES:

- **The difference in life values**
- **Partiality**
- **Hypersensitivity**
- **Differences in the interpretation of specific events or feelings**
- **Different understanding of problems and problem solving**
- **Competition in the allocation of resources**
- **Unfulfilled expectations**
- **Struggle for supremacy**
- **Insufficient understanding of tasks**

