

<b>ID</b>	698
<b>Curricular Unit</b>	Human Resources
<b>Regent</b>	Rui Jorge Bértolo Lara Madeira Claudino
<b>Learning Outcomes</b>	Identify and understand the major context constraints, for human resources management in sport Define and describe the technics, methodologies and practices for human resources management in sport; Identify the most important information technologies and the new applications for human resources management in sport.

## **Syllabus**

1. The Manager in an era of change
  - 1.1 The competitive challenges
2. Strategic management
  - 2.1 Strategic Formulation
  - 2.2 Implementation variables
3. Workflow Analysis
  - 3.1 Analytical techniques
4. Job Design
  - 4.1 The job characteristics model
5. Job analysis and description
  - 5.1 Job analysis process
  - 5.2 Job descriptions and Job specifications
6. Human resource planning
  - 6.1 Human resource forecasting
  - 6.2 Human resource prediction techniques
7. Recruitment
  - 7.1 The human resource market and the labour market
  - 7.2 internal and external recruitment
  - 7.3 Recruitment techniques
8. Selection
  - 8.1 Staff selection techniques
9. Performance evaluation
  - 9.1 Performance evaluation techniques
  - 9.2 The managers performance
10. Training and development
  - 10.1 People training and development
11. Remuneration
  - 11.1 Types of rewards
12. Information systems
  - 12.1 Data types
  - 12.2 Software and hardware
13. High-performance work systems (HPWS)
  - 13.1 Core principles
  - 13.2 Features of HPWS

The teaching is conducted through theoretical classes, theoretical/practical classes and practical classes, because the contents have conceptual components as well as methodological and operational contents. The theoretical classes are exclusively for transmission of the main exhibition themes of human resources management. Some theoretical/practical classes are presented as case studies, to illustrate the application of concepts, methodologies and practices. The work performed by several students groups are also presented and discussed. In practical classes students learn how to use computer applications, namely software for managing people in projects, information systems for human resources management and e-learning systems for human resources management training and development. Continuous assessment are conducted with 2 online tests, through Agon web application and a work group. Students who opt to final assessment will have to take a written test and an oral presentation.

## Evaluation

## Bibliography

Armstrong, M., A Handbook of Personnel Management Practice, Ed.: Kogan Page, London  
 Bohlander, G., Snell, S., Sherman, A., Managing Human Resources, ITP  
 Carrel, M., Elbert. N., e Hatfield, R., Human Resource Management: Global Startegies for Managing a Diverse Workforce, Prentice Hall  
 Cascio, W., Managing Human Resources - Productivity, Quality of Work Life, Profits, McGraw-Hill, Inc  
 Chiavenato, I., Gestão de Pessoas, Campus  
 DeCenzo, D., e Robbins, S., Personnel/Human Resource Management, Second ed., Prentice Hall  
 Dessler, G., Management - Leading People and Organizations to the 21st Centuary, Prentice-Hall  
 Mintzberg, E., The Nature of Managerial Work, Prentice Hall  
 Noe, R., Hollenbeck, J., Gerhart, B., Wright, P., Human Resource Management - Gaining a Competitive Advantage, Irwin  
 Sherman, A., Bohlander, G., Snell, S., Managing Human Resources, Shout-Western College Publishing  
 Chelladurai, P., Human Resource Management in Sport and Recreation, Human Kinetics.