Human Resources Management and Leadership Management

Master in Business Administration (MBA)

2021/2022

UNIVERSIDAD NEBRIJA

TEACHING GUIDE

Subject: Human Resources Management and Leadership Management

Title: Master in Business Administration (MBA)

Academic Course: 2021-2022

Character: Obligatory

Language: Spanish/English

Modality: Face-to-face/Blended/Distance

Credits: 6 ECTS

Semester: 1º

Teachers/Teaching Team: Profª. Mrs. Inmaculada Herranz Perlado

1. COMPETENCES AND LEARNING OUTCOMES

1.1. Competences

Basic Skills

CB7. That students know how to apply the knowledge acquired and their ability to solve problems in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study.

CB8. That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments.

CB9. That students know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way.

CB10. That students possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.

General Skills

CG5. The student must be able to communicate, in a business environment, correctly both orally and in writing, using the most current technology.

CG7. The student must be able to perform different roles within a company team, particularly that of a leader.

CG11. Ability to integrate the values and policies of effective equality in the organization and governance of the company, especially between women and men and attention to disability.

Specific Skills

CE1. Understand and handle new concepts in the area of human resources for the exercise and supervision of the management of teams and people.

CE2. Generate new managerial skills and integrate them into the business and team management environment.

CE9. Analyze and interpret the company's Balanced Scorecard with its key indicators, and be able to use it in decision-making in the business environment.

1.2. Learning Outcomes

- Know and master Human Resources planning.
- Understand management by competencies.
- Know the development of Management skills
- Understand Corporate Social
- Responsibility Manage and resolve conflicts in the business environment.
- Understand the relevance of Business Ethics.

2. CONTENTS

2.1. Previous requeriments

None.

2.2. Description of the contents

Unit 1. Human Resources Planning.
HR Management
Development
Human Resources Audit.

Unit 2. Management by competences.

Unit 3. Policy Skills
Leadership Human Resources Management and Management Skills
Coaching Techniques.
Team management.

Unit 4. Corporate Social Responsibility
Definition
Objectives and justification
Indicators and verification

Unit 5. Management and resolution of conflicts in the business environment.

Unit 6. Business Ethics.
Spiritual Leadership
Business Commitment

2.3. Teaching methodologies

During the course, activities, practices, reports or projects may be developed in which students show examples of application of the methods and techniques developed in the subject.

2.4. Formation Activity:

Formation Activity

Modality Face-to-face:

Formation Activity	Hours	Percentage of presence AF
AF1	35	100%
AF2	10	100%
AF3	10	25%
AF4	35	0%
AF5	50	0%
AF6	10	100%

Modality Blended:

Formation Activity	Hours	Percentage of presence AF
AF1	35	0%
AF2	10	0%
AF3	30	25%
AF4	55	0%
AF5	10	0%
AF6	10	50%

Modality Distance:

Formation Activity	Hours	Percentage of presence AF
AF1	35	0%
AF2	20	0%
AF3	20	0%
AF4	35	0%
AF5	30	0%
AF6	10	20%

Teaching methodologies:

Modality Face-to-face: MD1; MD2; MD3; MD4
Modality Blended: MD1; MD2; MD3; MD4
Modality Distance: MD1; MD2; MD3; MD4

TEACHING METHODOLOGIES OF THE PROPOSED TITLE	
Code	Teaching Methodologies
MD1	Case Method
MD2	Cooperative Learning
MD3	Problem Based Learning (PBL)
MD4	Master class

3. EVALUATION SYSTEM

3.1. Grading system

The final grading system will be expressed numerically as follows:

0 - 4.9 Fail (SS)

5.0 - 6.9 Pass (AP)

7.0 - 8.9 Notable (NT)

9.0 - 10 Excellent (SB)

The mention of "academic honors" may be awarded to students who have obtained a grade equal to or greater than 9.0.

3.2. Evaluation criteria

Code	Evaluation System	Description
SE1	Development in individual work	Student performance in individual work in solving exercises or cases
SE2	Development in group work	Student performance in group work in solving exercises or cases
SE3	Final face-to-face test/exam	Face-to-face final test/exam

Modality Face-to-face:

To successfully pass any subject / subject, the student must pass the final exam in person. That is, in the final exam, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	25	25
SE2	25	25
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

Modality Blended:

Ordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	15	15
SE2	35	35
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

Modality Distance:

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	20	20
SE2	30	30
SE3	50	50

Extraordinary Call

Evaluation System	Minimum weight %	Maximum weight máxima %
SE1	50	50
SE2	0	0
SE3	50	50

In any case, passing any subject, without exception, for the three modalities is subject to passing the corresponding final face-to-face test/exams.

3.3. Restrictions
Minimum calification
To successfully pass any subject, the student must pass the final exam in person. That is, in the final exam/test, a grade equal to or greater than 5 on a scale of 0-10 must be achieved, with 0 being the minimum grade and 10 the maximum.

Assistance
The student who, unjustifiably, fails to attend more than 25% of the face-to-face classes may be deprived of the right to take the exam in the ordinary call.

Writing rules
Special attention will be paid in the written assignments, practices and projects, as well as in the exams/test both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to comply with the acceptable minimums may result in points being deducted in said work.

3.4. Plagiarism warning
The Antonio de Nebrija University does not tolerate plagiarism or copying under any circumstances. Plagiarism is considered the reproduction of paragraphs from texts of authorship different from that of the student (Internet, books, articles, work of colleagues ...), when the original source from which they come is not cited. The use of quotes cannot be indiscriminate. Plagiarism is a crime.

If this type of practice is detected, it will be considered a Serious Misconduct and the sanction provided for in the Student Regulations may be applied.

4. BIBLIOGRAFY

Basic Bibliografy

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- P.ROBBINS, Stephen. Comportamiento Organizacional, 8ª Edición o posteriores. Ed.Prentice Hall, México, 1999.
- GIBSON, IVANCEVICH, DONNELLY. Las Organizaciones: comportamiento, estructura,procesos. Ed. Addison-Wesley Iberoamericana. 1996.

- Lazlo Bock (2015). La nueva fórmula del trabajo. Ed. Conecta
- Morgan, J. (2017). The employee experience advantange. Wiley & sons, Inc. N. Jersey.
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Recommended Bibliografy

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- HODGE, B.J. et al. Teoría de la Organización, un enfoque estratégico. Ed. PearsonEducación, Madrid, 1998.
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- PÉREZ LÓPEZ, M.J. (Coord). Externalización de funciones de Recursos Humanos, Ed.Prentice Hall, Madrid, 2010.
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- VV.AA. El Futuro de la Dirección de Recursos Humanos, Ed. Gestión 2000. Barcelona, 2002.

Other Bibliographic resources

- http://www.mtas.es/ Ministerio de Trabajo y Asuntos Sociales
- http://www.aedipe.es/ Asociación Española de Desarrollo y Dirección de Personas
- http://www.capitalhumano.es/ Portal RRHH, Revista.
- www.arerh.com Portal recursos Humanos
- http://www.losrecursoshumanos.com/ Portal recursos humanos
- http://ec.europa.eu/index_es.htm Comisión Europea
- http://epp.eurostat.ec.europa.eu/ Eurostat
- http://www.ine.es/ Instituto Nacional de Estadística