NOVA UNIVERZA
FAKULTETA ZA DRŽAVNE IN EVROPSKE ŠTUDIJE

UČNI NAČRT PREDMETA / COURSE SYLLABUS	
Predmet:	Kadrovski management
Course title:	Personal Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Državne in evropske študije I. stopnja		**3**	**6**
Government and european studies I. degree		**3**	**6**

Vrsta predmeta / Course type Izbirni/elective

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
20	**0**	**0**	**0**	**0**	**130**	**6**

Nosilec predmeta / Lecturer: prof. dr. Vito Bobek

Jeziki / Languages:	**Predavanja / Lectures:**	slovenščina/Slovene
Slovenščina/ Slovene	**Vaje / Tutorial:**	slovenščina/Slovene

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	**Prerequisits:**
Vključitev v 3. letnik. Vsaj 80% prisotnost na predavanjih.	Enrollment in the 3rd year. At least 80% attendance at lectures.

Vsebina:	**Content (Syllabus outline):**

1. Temeljna teoretična izhodišča in pojmovne opredelitve 2. Strategija upravljanja kadrovskih virov 3. Človeške zmožnosti in kompetence 4. Analiza in oblikovanje dela 5. Privabljanje in izbira novih zaposlenih 6. Izobraževanje in usposabljanje javnih uslužbencev ter razvoj kariere 7. Delovna uspešnost in nagrajevanje zaposlenih 8. Proces obvladovanja tveganj na področju kadrov (identificiranje tveganj, vrednotenje tveganj, razvoj strategij za obvladovanje tveganj, uvedba strategij, nadzor uvedbe in delovanja, deležniki procesa obvladovanja tveganj na področju kadrov)	1. Basic theoretical background and conceptual definitions 2. The strategy of human resources management 3. Human capabilities and competencies 4. Work analysis and work design 5. Recruiting and selection of new employees 6. Education and training of civil servants and career development 7. Work performance and employees rewarding 8. Risk management process in HR (identifying risks, risks assesment, developing strategies for managing risks, strategies implementation, monitoring, who is involved in HR risk management process)

Temeljni literatura in viri / Readings:

1. Bernik, Mojca. 2017. *Kadrovskimanagement v sodobni organizaciji.* Univerza v Mariboru: Fakulteta za organizacijske vede.
2. Pervanje, M., Kragelj, K. (2009) Metode iskanja in izbora kadrov s praktičnimi primeri in uporabnimi nasveti, Planet GV, Ljubljana.
3. Ferjan, Marko. 2018. *Kadrovski management – od industrijske revolucije do digitalizacije.* Maribor: Univerzitetna založba Univerze v Mariboru. Dostopno na http://press.um.si/index.php/ump/catalog/download/353/313/557-1

Cilji in kompetence:

Splošne kompetence:

- Sposobnost inovativnosti in kreativnosti ter koherentno obvladanje temeljnega znanja na področju z razumevanjem splošne strukture temeljne discipline (stroke) ter povezanosti med njenimi pod disciplinami.
- Sposobnost umeščanja novih informacij in interpretacij, sposobnost kritične in samokritične presoje ter sposobnost povezovanja znanja z različnih področij in aplikacije v kontekstu interdisciplinarnega razvoja stroke.

Objectives and competences:

General competences:

- Ability to innovate and be creative, and to master coherently the basic knowledge in the field by understanding the general structure of the basic discipline (profession) and the connection between its sub-disciplines.
- Ability to place new information and interpretations, the ability to critically and self-critically assess, and the ability to connect knowledge from different fields and applications in the context of

- Etična refleksija in zavezanost profesionalni etiki ter sposobnost formuliranja strokovnih idej v različnih oblikah, pisnega strokovnega izražanja, govornega javnega nastopanja, argumentiranja, vodenja razprave in sodelovanja v njej. Predmetno-specifične kompetence: - Študente seznaniti z osnovami managementa, s posebnim poudarkom na upravljanju vedenja v organizacijah. - Usposobiti jih, da prepoznajo in razumejo z ljudmi povezane probleme v organizaciji ter uspešno sodelujejo pri njihovem reševanju, vse z namenom uspešnejšega vodenja organizacij. - Seznaniti študente z izbranimi poglavji kadrovskega managementa. - Spoznati, razumeti in interpretirati teoretične koncepte kadrovskega managementa, ki so potrebni za vzpostavitev kadrovskih pogojev za delovanje organizacij. - Razumeti dimenzije tveganj na področju ravnanja s kadri.	interdisciplinary development of the profession. - Ethical reflection and commitment to professional ethics and the ability to formulate professional ideas in various forms, written professional expression, public speaking, argumentation, leading a discussion and participating in it. Subject-specific competencies: - To introduce students to the basics of management, with an emphasis on managing human behavior in organizations. - To recognize and understand human-related problems, and participate in solving those problems, in order to manage organizations successfully. - To introduce students to some issues regarding human resource in contemporary organization. - To introduce students to some issues regarding human resource in contemporary organization. - To understand dimensions oh HR risk management.

Predvideni študijski rezultati:	**Intended learning outcomes:**
Študent/ka bo pridobil/a znanja in razumevanje na naslednjih področjih na dodiplomski ravni: - Celovita predstavitev temeljne vsebine s področja kadrovskih procesov v javnem sektorju. - Znanje o človeškem dejavniku v organizaciji in se seznanitev s pomenom njegovega vključevanja v načrtovanje ter izvajanje poslovnih odločitev. - Seznanitev s temeljnimi značilnostmi globalne kadrovske funkcije in kadrovskega menedžmenta ter spoznavanje pomena strateškega upravljanja upravne organizacije z vidika človeških virov.	Students will gain knowledge and understanding in the following areas at the undergraduate level: - To present a comprehensive fundamental topics of human resource management in the public sector. - Students gain knowledge about the human element in organization and to become acquainted with the importance of his involvement in the planning and implementation of business decisions. - Students are introduced to the basic characteristics of the global HR function and personnel management as well as learn about the importance of the strategic

- S primerjavo domače in tuje prakse študenti spoznajo sodobne smeri razvoja menedžmenta kadrovskih virov v organizacijah v EU in OECD.	management of an organization in terms of human resources. - By comparing domestic and foreign law students learn about contemporary trends in management of human resources in organizations in the EU and OECD.

Metode poučevanja in učenja:	**Learning and teaching methods:**
Oblike dela: ☒ Frontalna oblika poučevanja ☒ Delo v manjših skupinah oz. v dvojicah ☒ Samostojno delo študentov ☒ e-učenje ☐ drugo (vpišite) _____ **Metode (načini) dela:** ☒ Razlaga ☒ Razgovor/ diskusija/debata ☐ Delo z besedilom ☒ Proučevanje primera ☐ Igra vlog ☒ Druge vrste nastopov študentov ☐ Reševanje nalog ☐ Študijski obiski podjetij ipd.) ☐ Vključevanje gostov iz prakse ☐ Udeležba na okrogli mizi, na konferenci	**Types of learning/teaching:** ☒ Frontal teaching ☒ Work in smaller groups or pair work ☒ Independent students work ☒ e-learning ☐ other _____ **Teaching methods:** ☒ Explanation ☒ Conversation/discussion/debate ☐ Work with texts ☒ Case studies ☐ Role-play ☒ Different presentation ☐ Solving exercises ☐ Field work (e.g. company visits) ☐ Inviting guests from companies ☐ Attending round table and conference

Načini ocenjevanja:	Delež (v %) / Weight (in %)	**Assessment:**
Končna ocena je sestavljena iz:		Final assessment consists of:
- aktivnega sodelovanja na kontaktnih urah	(5 %)	- Active participation in contact hours
- ocene vsebine in predstavitve seminarske naloge	(30 %)	- Assessment of the content and presentation of seminar
- ustnega izpita	(65 %)	- Oral exam

Reference nosilca / Lecturer's references:

BOBEK, Vito, BRADLER, Sarah Anna, MAČEK, Anita, HORVAT, Tatjana. Differences in leadership in Austria and Taiwan : a cross-cultural analysis focusing on leadership and discrimination. *Ekonomska misao i praksa : časopis Fakulteta za turizam i vanjsku trgovinu Dubrovnik*. 2019, god. 28, br. 2, str. 21-37. ISSN 1330-1039. https://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=335117. [COBISS.SI-ID 13528348]

CANTÚ CAVADA, Martha, BOBEK, Vito, MAČEK, Anita. Motivation factors for female entrepreneurship in Mexico. *Entrepreneurial Business and Economics Review*. [Online ed.]. 2017, vol. 5, no. 3, str. 133-148, ilustr. ISSN 2353-8821. https://eber.uek.krakow.pl/index.php/eber/article/view/275/pdf, DOI: 10.15678/EBER.2017.050307. [COBISS.SI-ID 12862236]

BURBÖCK, Birgit, KUBLI, Viktoria, MAČEK, Anita, BOBEK, Vito. Effects of different types of framing in advertising messages on human decision behaviour. *International journal of diplomacy and economy*. 2019, vol. 5, no. 1, str. 27-41. ISSN 2049-0887. [COBISS.SI-ID 13332764]

BOBEK, Vito, MORITZ, Jellenz, HORVAT, Tatjana. Namibia's triple challenge and its economic development. V: YONK, Ryan Merlin (ur.), BOBEK, Vito (ur.). *Perspectives on economic development - public policy, culture, and economic development*. London, UK: IntechOpen, 2020. Str. 41-61. ISBN 978-1-78985-937-9. https://www.intechopen.com/books/perspectives-on-economic-development-public-policy-culture-and-economic-development/namibia-s-triple-challenge-and-its-economic-development. [COBISS.SI-ID 19805443]

HORVAT, Tatjana, GABER SIVKA, Nataša, BOBEK, Vito. The impact of institutional and political factors on timely adoption of local communitiy budgets. V: BOBEK, Vito (ur.). *Smart urban development*. London, UK: IntechOpen, 2020. Str. 17-29. ISBN 978-1-78985-041-3. https://www.intechopen.com/books/smart-urban-development/the-impact-of-institutional-and-political-factors-on-timely-adoption-of-local-community-budgets, DOI: 10.5772/intechopen.86950. [COBISS.SI-ID 13601820]