



APPLIES TO ACADEMIC YEAR 2016/2017

## ELE 3714 Human Resource Management

### Programme

Elective

### Responsible for the course

Cathrine Filstad

### Department

Department of Leadership and Organizational Behaviour

### Term

According to study plan

### ECTS Credits

7,5

### Language of instruction

Norwegian

### Introduction

"Our employees are our greatest asset" is a statement often encountered. What does it mean, and how is it organised to ensure visibility in the organisation? The course will provide an overview of HR management and HR roles and responsibilities in today's workplace. This includes all levels of management. Criteria for the good working environment, personnel, recruitment policies, motivation, knowledge goals, learning, attitudes, and training will be key topics of the course. The course also includes laws, agreements, social conditions and labour law.

### Learning outcome

#### Acquired Knowledge

After completed course student shall:

- Have acquired an overview of important principles and tasks of modern personnel management
- Have been knowledgeable on various management tools in personnel management
- Have knowledge of relevant laws, agreements and social conditions that affect the management of staff.

#### Acquired Skills

After the course students shall:

- Be more aware of their own behavior as personnel manager
- Be able to use tools that are reviewed in the course of the exercise of personnel management

#### Reflection

- See the value in being able to develop itself as a leader
- See the potential in utilizing the forces and development opportunities for the individual employee and the organization as a whole.

### Prerequisites

ORG 3402 or equivalent or work experience.

### Compulsory reading

#### Books:

Einarsen, Ståle og Anders Skogstad, red. 2011. Det gode arbeidsmiljø : krav og utfordringer. 2. utg.

Fagbokforlaget. Kapittel 6,7,9,10,11,12,14,16,17,18

Kuvaas, Bård og Anders Dysvik. 2016. Lønnsomhet gjennom menneskelige ressurser : evidensbasert HRM. 3. utg. Fagbokforlaget

Storeng, Nils H., Beck, Due Lund. 2017. Arbeidsrett. 10. utg. Cappelen Damm akademisk. (Alternativt kan 9. utgave fra 2015 benyttes)

#### Book extract:

Mikkelsen og Laudal (red). 2014. Strategisk HRM1. Cappelen Damm Akademisk. Kap 2 (87-105) - Publiseres på Itslearning

Øyvind Kvalnes. 2012. Etikk og Samfunnsansvar. Universitetsforlaget. Kap 3,4 og 5. (23-41) - Publiseres på Itslearning

### Recommended reading

### Course outline

- Principles and practice in modern human resource management
- Development of the human resource function
- Human resource policy
- Learning, competence and career development
- Compensation, salary and rewards
- Work environment, health and safety
- Appraisal interviews
- Recruitment and selection
- Social benefits
- Ethics, labour law and human resource management

### Computer-based tools

Computer-based tools will not be used in this course.

### Learning process and workload

The course is a combination of lectures, case-and group and plenary discussions.

Students work requirements/use of time:

Activity	Time
Participation in lectures	36
Casework in groups and discussions i class	6
Preparations for lectures	45
Studying and colloqium work	105
Exam	5
<b>Suggested time in course</b>	<b>200</b>

### E-learning

In course delivery as online courses or evening classes, will lecturer, in collaboration with the Academic Services Network and evening studies, organize an appropriate combination of digital and class room teaching. Online students are also offered a study guide, which will help progression and overview. Total recommended amount of time for completion of the course also applies here.

### Use of hours

### Examination

A five-hour individual written examination completes the course.

### Examination code(s)

ELE 37141, 5-hour written exam which accounts for 100% of the grade in ELE 3714, 7,5 credits.

### Examination support materials

Only support material allowed for examination is:

Storeng, N.H. and Beck, T.H. and Due Lund, A. 2015. Labour. 9. Ed. Cappelen Academic Press. (Alternatively, the 8th edition from 2012 is allowed).

Examination support materials at written examinations are explained under examination information in the student portal @BI. Be aware of regulations regarding references and notes in the text.

[https://at.bi.no/EN/Pages/Exa\\_Hjelpemidler-til-eksamen.aspx](https://at.bi.no/EN/Pages/Exa_Hjelpemidler-til-eksamen.aspx)

### Re-sit examination

For electives re-sit is normally offered at the next scheduled course. If an elective is discontinued or is not initiated in the semester it is offered, re-sit will be offered in the electives ordinary semester.

### Additional information