

## COURSE DESCRIPTION

Course Title	<b>HUMAN RESOURCES MANAGEMENT</b>			
Course Code	ATHR 204			
Course Type	Compulsory			
Level	BSc (Level 1)			
Year / Semester	2 / Spring			
Teacher's Name	Dr Maria Avtzaki			
ECTS	6	Lectures / week	3	Laboratories / week
Course Purpose	Provide students with the necessary knowledge and understanding on the modern activities concerning the management of people, including the ones in the shipping sector.			
Learning Outcomes	<p>By the end of the course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Describe how human resource management influences corporate performance</li> <li>• Demonstrate the impact of emerging trends in the practice of key Human Resource Management functions and activities</li> <li>• Analyse the major HR functions, such as recruitment, selection, training, development, as well as performance appraisals.</li> <li>• Explain the challenges of managing Human resources in the shipping sector with regards to HR supply shortages, recruitment, training, compensation, diversity and retention.</li> </ul>			
Prerequisites	ABS0103	Co-requisites	none	
Course Content	<p><b>Managing Human Resources Today</b></p> <ul style="list-style-type: none"> <li>• Defining HRM and its functions</li> <li>• The importance of HR management to organizations</li> <li>• Line versus staff authority. Line managers' HRM responsibilities.</li> <li>• The changing environment and duties of HR management. The strategic role of HRM</li> </ul> <p><b>Personnel Planning and Recruitment</b></p> <ul style="list-style-type: none"> <li>• Job analysis and its importance</li> <li>• Methods of collecting job analysis information. Writing job descriptions and job specifications. Competency-based job analysis.</li> <li>• The recruitment and selection process. Workforce planning</li> </ul>			

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	<p>and forecasting. Strategy and workforce planning.</p> <ul style="list-style-type: none"><li>• Forecasting the supply of internal candidates. Forecasting the supply of external candidates.</li><li>• Methods to recruit internal and external candidates</li></ul> <p><b>Testing and Selecting Employees</b></p> <ul style="list-style-type: none"><li>• The basics of testing and selecting employees. Reliability and Validity concepts in the selection of tests</li><li>• The different categories of physical, intelligence and personality tests. Management assessment centers and computerized testing applications</li><li>• Interviews as a selection technique. Types of interviews and effective interviewing. Common interviewing mistakes and the impact of different form of bias.</li></ul> <p><b>Training and Developing Employees</b></p> <ul style="list-style-type: none"><li>• Employee orientation and socialization</li><li>• The training and development process</li><li>• Training techniques and new trends in employee development</li><li>• Training managers and in house development centers</li></ul> <p><b>Performance Management and Appraisal</b></p> <ul style="list-style-type: none"><li>• Basic concepts in performance management. Defining the employee's goals and work efforts.</li><li>• An introduction to appraising performance and an analysis of the major actors conducting performance appraisals</li><li>• Basic Appraisals Methods</li><li>• Common problems with performance appraisals within organizations</li></ul> <p><b>Employee Compensation</b></p> <ul style="list-style-type: none"><li>• Introduction to establishing pay structures and broad-banding</li><li>• Types of Individual and teamwork incentive plans</li><li>• Employee benefits and cafeteria options</li></ul> <p><b>Introduction to Crew Management in Shipping</b></p> <ul style="list-style-type: none"><li>• The major global HR suppliers for seafarers</li><li>• The nature and task description of human resources on board</li></ul>
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	<ul style="list-style-type: none"> <li>• The HR functions of the crew manager and manning agent</li> <li>• The major challenges in crew management with regards to recruitment, retention, training, diversity and attrition</li> <li>• Enhancing Crew management Quality and Productivity</li> </ul>
Teaching Methodology	Lectures, discussions, presentation of case studies, assignments
Bibliography	<p><b>Required textbook:</b></p> <ul style="list-style-type: none"> <li>• Dessler, Gary (2018). A framework for Human Resource Management. 7th Edition. Pearson Education.</li> </ul> <p><b>Further bibliography:</b></p> <ul style="list-style-type: none"> <li>• Jackson, S., Schuler, R., Werner, S. (2017). Managing Human Resources. Oxford University Press.</li> <li>• Fei, J. (2018). Managing Human Resources in the Shipping Industry. Routledge.</li> <li>• UnctadSTAT, Yearly Publications. Handbook of Statistics.[Online] Available at: <a href="https://unctadstat.unctad.org/EN/">https://unctadstat.unctad.org/EN/</a>.</li> <li>• Gomes-Mejia, L., Balkin, D., Cardy, R. (2010). Managing Human Resources, 6th edition. Pearson Education.</li> <li>• Price A. (2007). Human Resource Management in a Business Context, 3<sup>rd</sup> edition. Cengage Learning Business Press.</li> </ul>
Assessment	Midterm Assessment _ Two Tests and a Case study: 40% Final Exam: 60%
Language	English