

	UČNI NAČRT PREDMETA/COURSE SYLLABUS
Predmet	Človeški viri in ravnanje z njimi
Course title	Human Resource Management

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Zdravstvena nega / 1. stopnja	Zdravstvena nega	3. letnik	6.
Nursing Care / 1st Cycle	Nursing Care	3 rd year	6 th

Vrsta predmeta/Course type

modularni / module

Univerzitetna koda predmeta/University course code

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
30	/	15	/	/	30	3

Nosilec predmeta/Lecturer:

prof. dr. Jasmina Starc

Jeziki/ Predavanja/Lectures:
Languages:

slovenski / Slovenian

Vaje/Tutorial:

slovenski / Slovenian

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Prerequisites:

Vpis v tretji letnik študijskega programa.

The prerequisite for participation is enrolment in the third year of study.

Vsebina:

Content (Syllabus outline):

- *Pomen menedžmenta človeških virov.* Menedžment človeških virov in pridobivanje konkurenčnih prednosti, strateški menedžment človeških virov, strategija človeških virov.
- *Človeške zmožnosti in njihov pomen.* Teorije osebnosti človeka, opredelitev človeških zmožnosti, načini ugotavljanja človeških zmožnosti, dejavniki, ki vplivajo na ravnanje z ljudmi pri delu.
- *Človeški viri v organizaciji.* Načrtovanje in izbira človeških virov, razvoj in usposabljanje zaposlenih, vloga in pomen permanentnega izobraževanja, organizacija prenosa znanja v delovnem

- *The importance of human resource management.* Management of human resources and gaining competitive advantages, strategic human resource management, human resources strategy.
- *Human capabilities and their importance.* Theories of human personality, definition of human capabilities, assessment methods of human capacity, factors that influence behaviour of people at work.
- *Human resources in the organization.* Planning and selection of human resources, development and training, the role and meaning of permanent

<p>okolju, motivacija v delovnem okolju, motivacijski modeli in njihova uporaba, vloga in pomen timskega dela, letni delovni razgovori med vodjo in sodelavci, odkrivanje talentov in poslovodnih potencialov v organizaciji, profesionalna orientacija, planiranje kariere, ugotavljanje in ocenjevanje delavčeve uspešnosti, nagrade in ugodnosti pri delu, učinkovitost načrta sistema nagrajevanja, fluktuacija, absentizem, migracija.</p> <ul style="list-style-type: none"> • <i>Organizacijska kultura in organizacijsko vzdušje.</i> • <i>Vzdrževanje človeških zmognosti.</i> Delovni pogoji, stres, poklicno zdravje in varnost, mobbing, humanizacija dela. • <i>Ravnanje z ljudmi pri delu v prihodnosti.</i> Vpliv Evropske skupnosti in tržnih vplivov na posamezne segmente ravnanja z ljudmi pri delu v bodoče. 	<p>education, organization of knowledge transfer in the working environment, motivation at workplace, motivational models and their application, the role and importance of teamwork, annual work discussions between leader and co-workers, detection of talents and management potential within the organization, professional orientation, career planning, assessment and evaluation of the worker's performance, rewards and benefits at work, effectiveness of the reward system, employee fluctuation, absenteeism, migration.</p> <ul style="list-style-type: none"> • <i>Organizational culture and organizational climate.</i> • <i>Maintenance of human capacity.</i> Working conditions, stress, occupational health and safety, mobbing, humanisation of work. • <i>Treatment of people at work in the future.</i> The impact of the European Community and market influences on individual segments dealing with people at work in the future .
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Temeljna literatura in viri/Readings:

1. Florjančič, J., Paape, B. (2004). *Kadri in management*. Kranj: Moderna organizacija.
2. Lipičnik, B. (1998). *Ravnanje z ljudmi pri delu*. Ljubljana: Gospodarski vestnik.
3. Majcen, M. (2001). *Redni letni razgovori med vodjo in sodelavci*. Ljubljana: Gospodarski vestnik.
4. Možina, S. et al. (2002). *Management kadrovskih virov*. Ljubljana: Fakulteta za družbene vede, Knjižna zbirka Profesija.

Cilji in kompetence:

Učna enota prispeva k razvoju naslednjih splošnih in specifičnih kompetenc:

- razvoj komunikacijskih sposobnosti in spretnosti v strokovnem okolju (domačem in mednarodnem),
- uporaba informacijsko-komunikacijske tehnologije in sistemov na strokovnih področjih,
- usposobljenost za vodenje, organizacijo in kooperativno timsko delo,

Objectives and competences:

The learning unit mainly contributes to the development of the following general and specific competences:

- developing communication skills and expertise in the professional environment (local and international);
- using the ICT and systems in the professional areas,
- the ability to lead, organize and execute cooperative team work,

<ul style="list-style-type: none"> • usposobljenost za sprejemanje odgovornosti za profesionalni razvoj in učenje, izboljševanje lastnega dela skozi evalvacijo z namenom, da se zagotovi kvaliteta storitev, • sposobnost vsestranskega in sistematičnega prilagajanja obravnave pacienta glede na relevantne, fizikalne, socialne, kulturne, psihološke, spiritualne in družbene dejavnike, • usposobljenost za učinkovito komuniciranje (vključujoč uporabo tehnologij) s pacienti, z družinami in socialnimi skupinami v normalnem in specifičnem komunikacijskem okolju/vzdušju, • usposobljenost za učinkovito delo in sodelovalno komuniciranje z vsem podpornim osebjem, da se zagotovi kakovostno organiziranje, vodenje in delovanje tima. 	<ul style="list-style-type: none"> • the ability to take responsibility for professional development and learning, improving own work through evaluation in order to ensure quality of service, • the ability to adapt to comprehensive and systematic patient treatment and considering relevant, physical, social, cultural, psychological, spiritual and social factors, • the ability of effective communication (including the use of technologies) with patients, their families and social groups in normal and specific communicational environment / atmosphere, • the ability to work effectively and collaboratively communicate with all supporting staff to ensure quality of the organization, management and operation of the team.
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Predvideni študijski rezultati:

Znanje in razumevanje
Študent/študentka:

- seznaneni se s pomenom vključevanja človeških zmognosti v načrtovanje in izvajanje poslovnih odločitev,
- pozna in razume vlogo in pomen strategije ravnanja z ljudmi v zdravstveni ustanovi,
- spozna razsežnosti ravnanja z ljudmi v zdravstveni ustanovi in nekatere modele ravnanja z ljudmi,
- reflektira in kritično ovrednoti različne možnosti pravičnega ravnanja z ljudmi,
- seznaneni se s pomenom in možnostmi načrtovanja, razvoja, usposabljanja, nagrajevanja zaposlenih, načrtovanjem kariere, delovnimi pogoji, vrednotenjem in nagrajevanjem delovne uspešnosti,
- reflektira in kritično ovrednoti različne (lastne in opazovane) izkušnje o razsežnostih ravnanja z ljudmi v zdravstveni ustanovi,
- pozna in razume pomen timskega dela, organizacijske kulture in vzdušja, uspešnega reševanja problemov za

Intended learning outcomes:

Knowledge and understanding:
Students:

- are familiar with the importance of integrating human potential in the planning and implementation of business decisions,
- know and understand the role and importance of strategies of human resources management in health organization,
- recognize dimensions of human resources management and some models of human resources management;
- reflect on and critically evaluate various options of proper human resources management,
- are familiar with the importance and possibilities of planning, developing, training, rewarding human resources, career planning, working conditions, evaluating and rewarding of the job performances,
- reflect on and critically evaluate different (and own) observations of the extensive experiences of human

<p>uspešno opravljanje dela in nalog zaposlenih,</p> <ul style="list-style-type: none"> • oblikuje miselno shemo, s katero bo lahko uspešno prilagajal ravnanje z ljudmi pri delu vsem hitro spreminjajočim se razmeram na trgu, • pozna in razume umeščenost svojega strokovnega področja v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno aktiven in profiliran odnos do sveta. 	<p>resources management in an health facility,</p> <ul style="list-style-type: none"> • know and understand the importance of teamwork, organisational culture and atmosphere, successful problem solving for the effective performance of functions and duties of employees, • develop a mental schema, which can be successfully adapted to the treatment of human resources to the quickly changing market conditions; • know and understand their area of expertise fits into the broader social, cultural and value contexts and develop intellectually active and shaped relationship to the world by reflecting these contexts.
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Metode poučevanja in učenja:

Learning and teaching methods:

<ul style="list-style-type: none"> • <i>predavanja</i> z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov, ekskurzija), • <i>seminarske vaje</i>: priprava, predstavitev in uspešen zagovor seminarske naloge (aplikacija pridobljenega znanja pri raziskovalnem delu, študija primera, kritično presojanje, diskusija, refleksija, vrednotenje, individualno in timsko delo). 	<ul style="list-style-type: none"> • <i>lectures</i> with active student participation (explanation, discussion, questions, examples, problem solving, excursion); • <i>tutorial</i>: preparation and successful presentation of seminar paper (application of acquired knowledge at research work, study of example, critical evaluation, discussion, reflection, evaluations, individual and teamwork).
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Načini ocenjevanja:

Delež (v %)

Weight (in %)

Assessment:

<p>Načini:</p> <ul style="list-style-type: none"> • izpit • priprava, predstavitev in uspešen zagovor seminarske naloge <p>Ocenjevalna lestvica: ECTS.</p>	<p>60 %</p> <p>40 %</p>	<p>Types:</p> <ul style="list-style-type: none"> • exam • preparation, presentation and defence of the seminar paper <p>Grading scheme: ECTS</p>
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