

Study program: Environmental Protection			
Course title: Management of Personnel			
Professor/assistant: Staniša Dimitrijević			
Type of course: elective			
ECTS credits: 3			
Pre-requisites: -			
Aims of the course: Prepare students to: acquire necessary knowledge for understanding strategic goals of the company and directing staff to their implementation, teach them methods and techniques that promote organizational effectiveness and employee motivation, develop in them the ability to effectively manage people at work, and develop a sense of ethics and a strong sense of social responsibility.			
Learning outcomes: Student will be able to: apply skills in human resources, treat people in an organization, introduce them to the processes, motivate, reward them and create a favorable working atmosphere, nominate and elect the methods of attracting and selecting candidates, and solve practical problems in the field of human resource management.			
Syllabus			
<u>Theoretical part</u> The concept and importance of the study of human resource management in engineering, planning, recruitment and selection of staff, socialization, training and development of staff, performance appraisal of staff and their rewarding, abilities and skills of engineering staff, business ethics of engineering staff, continuous training and professional development of engineering staff, role of engineers in combating absenteeism of staff, health and safety of the personnel and legal and social protection of personnel.			
<u>Practical part</u>			
Literature			
<ol style="list-style-type: none"> 1. Human Resource Management- Fikreta Bahtijarević Siber, Golden marketing, Zagreb, Croatia, 1999. 2. Human Resource Management- Zivka Przulj, Belgrade, 2002. 3. Managers occupation in transition- Stanisa Dimitrijevic, VTS Nis, 1996. 			
Number of active classes			Other forms of teaching:
Lectures: 2	Practical classes: 0	Research work:	
Teaching methods Combined - interactive based on solving issues from real life situations.			
Grading system (maximum 100 points), grading scale from 5 to 10: below 51 points grade 5, grade 6 from 51-60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91-100 points.			
Pre-exam obligations	points	Final exam	points
activity during theoretical lectures	10	written exam	-
practical training	-	oral exam	30
colloquium(s)/seminar papers	50/10		
Sum	70	Sum	30