

## ITEM CARD

Annex No. 1 to Regulation No. 3/07/2020  
of 13 July 2020 on the model card  
subject at the Higher School of Management  
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
<b>MODULE NAME :</b> Modern HR tools										
<b>Name of the organizational unit leading the course:</b>			Faculty of Management and Technical Sciences							
<b>Name of the field of study, level of education:</b>			Management, first cycle							
<b>Learning profile:</b>			General academic							
<b>Name of the specialty:</b>			-							
<b>Type of learning module:</b>			To choose from							
<b>Year/Semester:</b>			Year II, Semester 4							
<b>Person coordinating the subject:</b>			Anna Kacprzak, M.A.							
<b>Prerequisites (resulting from the succession of items):</b>			Knowledge, skills and competences acquired as a result of teaching existing related subjects at second-cycle studies							
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Passing	Total hours
Full-time studies	30	10								40
Part-time studies	10	15								25
III. METHODS OF TEACHING ACTIVITIES										
<b>Forms of classes</b>			<b>Didactic methods</b>							
<b>lecture</b>			Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
<b>exercise</b>			Activating methods, problem tasks							
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question								Directional effect reference	
<b>Knowledge:</b>										
1	He has in-depth knowledge of building and implementing modern HR tools								ZO1_W13 P6S_WG	
2	He has in-depth knowledge of the mentoring and coaching program as a key HR tool								ZO1_W07 P6S_WG	
3	He has in-depth knowledge of modern tools in HR – methods of recruitment and selection of employees								ZO1_W08 P6S_WG	

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4	He has in-depth knowledge of information and communication systems in the work of an HR manager	ZO1_W10 P6S_WG
5	He has in-depth knowledge of managerial competences in the effective implementation of HR tools	ZO1_W14 P6S_WG; P6S_WK
6.	He has knowledge of HR tools used in the periodic assessment of employees in both national and international organizations	ZO1_W15 P6S_WK
<b>Abilities:</b>		
1	Is able to choose appropriate HR methods and analytical tools as well as IT systems supporting decision-making processes in the organization	ZO1_U10 P6S_UO
2	Is able to apply and evaluate HR methods and tools for describing and analysing problems and areas of activity of the company or other entities and areas of human resources activity	ZO1_U01 P6S_UO
3	Is able to formulate assessments of proposed solutions in the area of HR and participate in decision-making processes, mainly at the operational and tactical level	ZO1_U11 P6S_UW P6S_UK P6S_UO
<b>Social competences:</b>		
1	He is ready for responsible and ethical decision-making in the area of HR	ZO1_K04 P6S_KO
2	He is ready to cultivate and disseminate models of good conduct in the HR area, including in the work environment and beyond	P6S_KR, P6S_KO ZO1_K08
<b>V. CURRICULAR CONTENT (LEARNING)</b>		
Lp.	lecture:	Reference to the learning outcomes in question
1	Building and implementing modern HR tools	ZO1_W13 ZO1_W07 ZO1_W08 ZO1_W10
2	Mentoring and coaching program as key tools of Human Resource Management	ZO1_W14 ZO1_W15
3	Modern tools in HR – methods of recruitment and selection of employees	ZO1_U10 ZO1_U01
4	Information and communication systems in the work of an HR manager	ZO1_U11 ZO1_K04 ZO1_K08
5	Key managerial competences in the implementation of HR tools	
6	HR tools used in periodic evaluation of employees	

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7	HR tools used in the work of a virtual team	
8	HR tools used in employee planning and development	
9	HR tools used in onboarding	
10	Career paths and succession	
11	Advantages and disadvantages of e-tools in HR	
12	Building competency models based on HR e-tools	
13	Ethics of an HR manager	
14	HR tools used in e-government and e-business	
15	Modern HR tools – case study	
Lp.	exercise	Reference to the learning outcomes in question
1.	Building and implementing modern HR tools	ZO1_W13 ZO1_W07
2.	Mentoring and coaching program as key tools of Human Resource Management	ZO1_W08 ZO1_W10 ZO1_W14
3.	Modern tools in HR – methods of recruitment and selection of employees	ZO1_W15 ZO1_U10 ZO1_U01
4.	Information and communication systems in the work of an HR manager	ZO1_U11 ZO1_K04 ZO1_K08
5.	Key managerial competences in the implementation of HR tools	
6.	HR tools used in periodic evaluation of employees	
7.	HR tools used in the work of a virtual team	
8.	HR tools used in employee planning and development	
9.	HR tools used in onboarding	
10.	Career paths and succession	
11.	Advantages and disadvantages of e-tools in HR	
12.	Building competency models based on HR e-tools	

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13.	Ethics of an HR manager
14.	HR tools used in e-government and e-business
15.	Modern HR tools – case study

**VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES**

Learning outcomes	Verification method	Form of classes in which EUS (Learning Outcome) is verified
	<b>Knowledge:</b>	
ZO1_W13 ZO1_W07 ZO1_W08 ZO1_W10 ZO1_W14 ZO1_W15	Oral exam, project	In the course / exercises
	<b>Abilities:</b>	
ZO1_U10 ZO1_U01 ZO1_U11	Oral exam, project	In the course / exercises
	<b>Social competences:</b>	
ZO1_K04 ZO1_K08	Oral exam, project	In the course / exercises

**VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES**

Learning outcomes	Unsatisfactory assessment	Grade range 3.0-3.5	Grade range 4.0-4.5	Very good rating
	The student does not know and does not understand/cannot/is not ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on a grade of 3 and The student gets from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect per grade 4, and The student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect

**VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS**

Type of activity ECTS	Student load	
	Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	40	25
Exam/Passing	1	1
Participation in the consultation	1	1

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Project / Essay	8	8
Independent preparation for didactic classes	15	20
Preparing to pass a teaching class	10	20
<b>Total student workload (25h = 1 ECTS) TOTAL hours/ECTS</b>	<b>3 ECTS credits/ 75 h</b>	<b>3 ECTS credits/ 75 hours</b>
Student load in classes in direct contact with the teacher	40	25
Student load in practical classes		
Student load in practical vocational preparation classes		
Student load in research preparation classes	35	50

**X. LITERATURE AND OTHER DIDACTIC MATERIALS**

**Basic literature:**

1. Popieluch K., HR Business Partner, Wydawnictwo Naukowe PWN, Warsaw 2018.
2. Król H., Ludwicyński A., Zarządzanie zasobów ludzkimi. Creating human capital of the organization, PWN, Warsaw 2022.
3. Barge J. Kevin, Morreale Shewryn P, Spitzberg Brian H., Communication between people, PWN, Warsaw 2020.

**Supplementary literature:**

1. Eric Parsloe, Melville Leedham, Coaching and Mentoring Practical Techniques for Developing Learning and Performance, PWN, Warsaw 2018.
2. Woźniak J., Rekrutacja Theory i praktyka, PWN, Warszawa 2019.
3. red: Tomczak Michał, Krawczyk-Bryłka Beata, Human resources management. Selected aspects, Difin 2022

**Other teaching materials: Case study**