



Module:

Fundamentals in Business Administration

Course:

Personnel Management

Professor in charge:

Prof. Dr. Harald Meier

Lecturer:

Prof. Dr. Harald Meier

Target Group:

1st Semesters

Scope:

2 semester periods per week

ECTS- Points:

2,5

Workload:

| | |
|---|--------|
| Class Contact: | 22,5 h |
| Examination according to §14 Abs. 3: | 0,5 h |
| Examination preparatory: | 19,5 h |
| Self study/preparatory and follow-up study: | 19,5 h |
| Tutorial: | 1,0 |
| Group Work | 12,0 |
| Total: | 75,0 h |

Objectives:

This course provides students with the main strategies and functions and selected instruments in Personnel Management, the organisational concepts and the international specifics in International Personnel Management. The students work on typical problems in Personnel Management and present their solutions in the plenary sessions (case study work beside the regular classes). They are able to discuss the changing management approach from Personell Management to HR Management.

Contents:

| Week | Content | References |
|------|---|--|
| 1. | Environmental Scenario and Personnel Management | Meier, H.: Unternehmensführung, 3. Aufl. Berlin 2006 pp 14-21, pp 145-147 |
| 2. | Corporate Strategy and Personnel Management | pp 21-27 |

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|-----|--|-------------------------|
| 3. | Personnel Planning System | pp 148-149 + references |
| 4. | Personnel Recruitment: Personnel Marketing | pp 150-152 + references |
| 5. | Personnel Recruitment: Personnel Research | pp 150-152 + references |
| 6. | Personnel Recruitment: Personnel Selection | pp 150-152 + references |
| 7. | Personnel Controlling | pp 152-156 + references |
| 8. | Personnel Controlling | pp 156-158 + references |
| 9. | Personnel Controlling | pp 156-158 + references |
| 10. | Personnel Reduction | pp 149-150 |
| 11. | HR Organisation | pp 142-145 |
| 12. | Leadership | pp 212-216 |
| 13. | Specifics in International HRM | pp 64-70 |
| 14. | case study presentation | pp 64-70 |
| 15. | Future trends in HR, and case study presentation | pp 144-145 |

Teaching Methods:

presentation, exercises and case studies, counselling, plenary presentation and discussion, handouts, script and literature

Examination:

written exam

Language:

English 100%

Planned Case Studies:

Deutsche Bahn AG (Personnel Marketing), Verband der Genossenschaftsbanken (Salary spread), KLM (Personnel Fluctuation), Volkswagen AG (Period of employment), Schenker Automotive GmbH (Job Appraisal), Brüggman Frisoplast GmbH (Age diagram)

Miscellaneous: