
	Personnel management	ECVET Unit no X
		Level 3 Credits points

Knowledge	Skills
<ul style="list-style-type: none"> • Goals and tasks of HR • Human resource planning • Recruitment • Workforce planning • Staff remuneration • Operating personnel controlling • Principles of personnel management • Principles of personnel development • Principles of performance appraisal • Fundamentals of layoff <ul style="list-style-type: none"> ✓ Types of notices ✓ Notice periods • Regulations on internal participation 	<p>The trainees are able to ...</p> <ul style="list-style-type: none"> • assess the economic and social aspects of human resources, • identify and plan the need for new employees, • procure employees for vacancies and to prepare the setting, • to plan and coordinate the use of the various employees, • create the payroll for the employees, • arrange for the payments to the employees, social insurance, tax office and the professional associations, • to monitor the development of personnel costs and to make predictions for the future, • know principles of personnel management, development, assessment and release to support the company,
Competences	
<p>The trainees are able to ...</p> <ul style="list-style-type: none"> • know goals and tasks of personnel management and to support them in their own company, • identify, plan and organize the need of personnel • plan and organize the procurement of new staff • coordinate and supervise the use of employees • organize and monitor the payment of employees • review and monitor the working hours • know principles of personnel management, development, assessment and release and to support the implementation by their own actions, • know rules for internal participation and to advise in-house staff 	

	Personnel management	ECVET Unité no X
		Level 4 Credit points

Knowledge	Skills
<ul style="list-style-type: none"> • Legal aspects of personnel management <ul style="list-style-type: none"> ✓ Civil Code/Commercial Code ✓ Trade regulation ✓ Tariff regulations ✓ Powers • Personnel policy <ul style="list-style-type: none"> ✓ Selection criteria for new employees ✓ Job interview ✓ Employment contract • Workforce planning • Personnel management, development and assessment • Staff release <ul style="list-style-type: none"> ✓ Types of notices ✓ Protection against dismissal ✓ Notice periods ✓ Labour courts ✓ Personnel-controlling 	<p>The trainees are able to ...</p> <ul style="list-style-type: none"> • to know and to apply the legal basis in the Civil Code, Commercial Code, the Industrial Code regulations as well as the tariff regulations, • to regulate and apply powers, • to formulate and to implement transparent selection criteria for new staff, • conduct the job interview, • to create and to finalize an employment contract • plan and organize the deployment of personnel, • ensure an adequate supply of personnel, • develop a cooperative management style in dealing with employees and to ensure continuous use, • recognize skills and abilities with their employees and to promote them in their development, • provide feedback on their work products, • separate from employees taking into account the legal framework conditions, • monitor the use of staff and involve them in a long-term personnel policy.

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Competences

The trainees are able to ...

- carry out and shape the HR management roles within the legal framework,
- ensure a continuous human resources policy for the company,
- accompany the hiring of new employees and, if necessary, by others,
- plan and to organize the deployment of personnel,
- achieve best results by personnel management, development and evaluation,
- cause and execute all necessary steps in case of layoffs,
- review and improve the workforce.