
	<b>Personnel management</b>	<b>ECVET Unit no X</b>
		<b>Level 3 Credits points</b>

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

	<b>Personnel management</b>	<b>ECVET Unité no X</b>
		<b>Level 4 Credit points</b>

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

## 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.