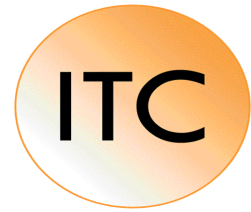




# Erasmus+



## Human Resources Management

ERASMUS+ Course

### Course Overview

Successfully managing people within the organization can be a key to success. However, in many work fields it is still underestimated. This course on Human Resources Management (HR) will improve your competencies to motivate and guide the work team towards a strategic objective. It provides a practical guide for anyone who works within and beyond the education sector.

### Course Methodology

The course is structured in 14 thematic modules. Each module incorporates current theories of HR and demonstrates the influence on organization. You will gain new knowledge and skills in group instructional setting by sharing experience, actively participating and discussing role plays and real-job case studies.

### Modules

Module 01 – Human Resources Management - definitions, examples

Module 02 – Soft Skills for 21<sup>st</sup> century

Module 03 – Employees Welfare, Motivation and Retention

Module 04 – Coaching and Mentoring – role plays

Module 05 – Leadership and Team Management

Module 06 – Supporting Performance Management

Module 07 – Managing Change and Difficult Situations – case studies

Module 08 – Effective Planning and Evaluation Methods

Module 09 – Building Professional Learning Community

Module 10 – Organise Meetings and Discussions

Module 11 – Team Building Activities

Module 12 – Final Workshop - Projects and Events for Organisations

Guided City Tour

## Learning Outcomes

- Reinforce personal and professional profile, revise and develop key competences and attitudes (coaching and mentoring, conflict management, effective communication and collaboration).
- Strengthen recruitment, selection and induction of the best candidates for the teaching profession, enhance employability attitudes such as critical thinking, entrepreneurship and sense of initiative.
- Support continuing professional development, re-ignite lifelong learning strategies, raise the attractiveness and prestige of the educational sector.
- Generate effective ready-to-use methods and approaches promoting labour market needs and outcomes, support cooperation between institutions and employers.
- Gain experience and broader understanding of practices, policies and procedures in different countries and institutions, cultivate mutual respect and embed common training values.
- Meet and cooperate with colleagues of different nationalities within the EU, engage in cross-cultural learning experience, exchange ideas and good practices.
- Build a network for future international cooperation, promote mobility and partnerships in a multicultural environment, contribute to a cohesive society.
- Improve foreign language competencies, revise and broaden professional vocabulary and promote EU's broad linguistic diversity.

## General Course Information

### *Before the Course:*

You would be required to fill a Questionnaire.

You will receive "ITC Guide Document" where you will find all necessary information.

### *After the Course:*

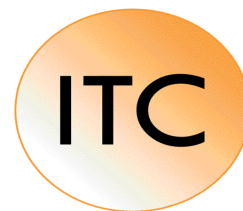
Course evaluation form

Certificates

Course materials in electronical form / Other materials for self-study and dissemination of the techniques.



# Erasmus+



## Human Resources Management

Course Schedule 15.07. - 19.07.2019

MONDAY	
09:00	<i>Registration</i>
09:00 - 12:30	Human Resources Management - definitions, examples
12:30 - 14:00	<i>Lunch Break</i>
14:00 - 17:00	Guided City Tour

TUESDAY	
09:00 - 13:30	Leadership and Team Management; Supporting Performance Management; Employees Welfare, Motivation and Retention; Team Building Activities

WEDNESDAY	
09:00 - 13:30	Building Professional Learning Community; Organise Meetings and Discussions; Effective Planning and Evaluation Methods; Coaching and Mentoring – role plays

THURSDAY	
09:00 - 13:30	Soft Skill; Managing Change and Difficult Situations – case studies

FRIDAY	
09:00 - 13:00	Final Workshop - Projects and Events for Organisations