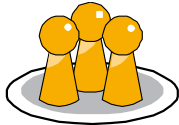


## Human resources



### Short description

In this module the participants learn about the meaning of formal structures in companies and the usage of different organisation forms in practice. They learn about sub-aspects and duties and responsibilities of human resource management and understanding the importance of the meaning of organisation-culture within the company.

One focus will be laid on staff recruiting and selection. The participants of this module will gain an insight in staff-development and staff-evaluation. Various management-conceptions and leadership-theories, as well as their usage in practice will be taken into closer consideration. Cooperate communication and employee motivation as leadership-functions form important sub-aspects of this module. Finally, participants learn about the most important employment law principles.

### Contents

- The meaning of formal structures of companies
- The relevance to praxis of different organisation structures
- Personnel Recruitment and the process of recruiting
- Selection of staff
- Evaluation of staff
- Management-conceptions
- Motivation and work habits of staff
- Employee Appraisal
- Structures within the company and organisation-culture
- Leadership Theories
- Cooperate Communication
- Employment law principles

### Time frame

The module will be held in three days, which means 24 educational units à 45 minutes (8 double units à 90 minutes).

### Methodological Framework

A script will support the theoretical introduction and treatment of each topic and presentation slides, the newly gained knowledge will be intensified and secured through the usage of case studies. The relevance of praxis is given through the case study of Apfel Fruchtsaft GmbH. Finishing every unit; you will find questions of knowledge to prove your learning success. Further they fit for private study concerning revisions.

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