

Faculty of Education Science

**MANAGEMENT OF HUMAN RESOURCES
1ST LEVEL MASTER DEGREE**

Academic Year 2006/2007

III Edition



DIRECTION AND SCIENTIFIC COMMITTEE

Director: Prof. Arrigo Pedon

Board of Direction: Fabrizio Sprega, Dr. Paula Benevene

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PROFESSIONAL PROFILE

Experts in the management and development processes of human resources in organisations and institutions. The expert can work in services and organisation departments involved in the development and management of human resources in positions of responsibility in projects and programmes relative to recruitment and selection, development, professional training, assessment and career planning communication and image management, organisational development. They work in the personnel and professional training areas of companies and institutions, management consultancy and organisational development agencies, as experts responsible for projects and/or functions.

PROGRAMME

The master gives the basic understanding, skills and competences to work, as expert of or responsible for the process and/or function, in the different sectors of human resources management and development. It also gives the possibility to develop the awareness of the individual abilities and motivations in relation to the activities and responsibilities associated with human resources management. The competences of reference concern the important areas of occupational and organisation psychology and the development of professional skills in distinct organisational contexts. Skills in the drawing up of contracts, economy and management are also important for the profile.

ENTRY REQUIREMENTS

Degree from the new system, degree from the old system, or a degree from a foreign university recognised as being equivalent.

APPLICANTS

Graduates in the disciplines of psychology, economics, law and education. Graduates in the scientific and humanistic area of study with training and professional profiles that can be related to human resources management.

STRUCTURE

- Maximum number of students: 40
- Minimum number of students: 23
- Total number of 1,500 hours divided into lectures, practical exercises, laboratory practicals, individual study, traineeships.
- Written papers and oral tests at the end of each module and final exams

LECTURERS

The teaching staff is made up of university lecturers in the constituent subjects, together with professionals and experts from the human resources management sector. The specific training will be supervised by tutors who will facilitate the learning processes and by coaches for the individual study and traineeships.

DIDACTIC MODEL

The syllabus is divided into 10 modules which develop the skills for the management of human resources and are organised as follows:

- **Specialist:** understanding of the theory, methodologies and instruments used in human resources management. Assessment of positions, performance and potential; management by objectives, human resources planning; career planning; retribution and incentive systems; labour market.
- **Integrative:** knowledge inherent to different disciplines, constitutes the basic culture needed to understand the different intervention areas of human resources management. The rudiments of marketing, personnel information systems, personnel administration, budget and management control, project management.
- **Borderline:** between specialist and integrative, these have an indirect but important use in human resources management. Group dynamics, business communication, interpersonal communication, labour organisation, research methods.

SYLLABUS

(10 modules)

1. The organisation

- The master course and the learning model
- The role and skills required in human resources management
- The constitutive dimensions of the organisation
- Organisational cultures and systems of values

2. Communication systems and processes

- Communication in organisations
- Elements of communication psychology
- Communication processes in the management of organisation processes
- Communication and image: the instruments for internal and external communications
- Marketing and business communication

3. Research in organisations

- Approaches and aims of research in organisations
- Contexts of research application in the different organisational functions
- Research-intervention
- Research methods and techniques in organisations

4. The group in organisations

- Groups in social organisations
- Approaches and rudiments of group dynamics

- Theories and techniques of leading groups
- Power and leadership in organisations

5. Consultancy in organisations

- Theoretical models and approaches to consultancy
- The consultancy process
- Organisational diagnosis: from processes to systems
- The distinguishing competences of the manager
- Empowerment and involvement of collaborators
- Quality: principles and fields of application

6. Models and instruments for the strategic planning of human resources

- Assessment models, objectives and fields of application
- Assessment theories and techniques
- Organisation instruments: assessment of the professional positions and profiles
- Management instruments: assessment of performance and potential, analysis of competences
- Fields of application of assessment
- Career planning and replacement tables
- Assessment instruments: interviews, tests, assessment, evaluation sheets

7. Models and instruments for the realisation of human resources programmes

- Recruitment
- Labour market
- New organisation systems and new professional competences
- Research and recruitment strategies and techniques
- Recruitment process and instruments
- New labour relations

8. Models and instruments for the realisation of human resources programmes

- Professional training
- The organisation as a human resources development system
- The evolution of models for professional training and development
- The training and development process: from the work order to the assessment of results
- New approaches to training: individual training (tutoring, mentoring, coaching), training-intervention
- Professional training management

9. The well-being of an organisation

- The well-being of collaborators as a resource for the organisation
- The promotion, maintenance and management of well-being in organisations
- The psychopathology of the organisation
- The reasons for the onset of malaise in organisations referred to context, management, individual resources
- The phenomena characterising the onset of malaise in organisations: stress, mobbing, burnout, etc.

10. The “human resources manager” and other professional figures

- Human resources management in the functions of the organisation
- The collocation of the human resources manager with respect to other professions of the sector
- Borderline competences and language: contracts, regulations and the administration of employees
- Borderline competences and language: the economic dimensions of the company
- Borderline competences and languages: the politics of personnel and industrial relations

ADDRESS

LUMSA – Facoltà di Scienze della Formazione

Piazza delle Vaschette, 101 - 00193 Roma

DURATION

November 2006 - June 2007

TIMETABLE OF LECTURES

Friday 14.00-19.00 - Saturday 9.00-13.00
Saturday 14.00 - 18.00 (for some modules)

ENROLMENT

Last day for enrolment: 31 October 2006

Admission to the Master, up to the maximum number of places available, will depend on the assessment of the documents received, according to the order of arrival of the applications at the Master's Office

Candidates will be informed of their admission/non-admission to the Master by e-mail Ai

The go-ahead for the Master and the beginning of lectures will be published on the LUMSA site

The application for enrolment, together with documentary evidence of qualifications must be sent to the following address:

**LUMSA-Segreteria Master e Corsi di Perfezionamento
Via Pompeo Magno, 22 – 00192 Roma**

Applications received without the requested documentary evidence of qualifications enclosed will not be taken into consideration.

The application for enrolment can be found at www.lumsa.it or at the Masters and Specialisation Courses Office

Enrolment for the Master is incompatible with other degree courses, Masters, Specialisation Courses, Specialisation Schools and Ph. D. Courses

ENROLMENT FEES AND PAYMENT

Cost: € 3.800.00 payable in five instalments
I instalment: € 1.000.00 at the time of enrolment
reimbursable in the case of failure to start/non-admission to Master
II instalment: € 700.00 (by 31.01.07)
III instalment: € 700.00 (by 31.03.07)
IV instalment: € 700.00 (by 30.04.07)
V instalment: € 700.00 (by 30.06.07)
Payments can only be made by bank transfer to:

LUMSA - UniCredit PB

Reference: 7485 – ROMA Parioli

Account No. 60005491 ABI 03223 CAB 03202 CIN J

specifying in the description of payment your name, surname and title of Master.

Copies of the bank receipt of the bank transfers must be taken to the Master and Courses Office. Once enrolled for the Master, no refund of the instalments already paid is due in the case of renunciation. (The payment of the enrolment fees by instalments is only a concession for students: therefore, any renunciation does not exempt students from the whole amount of the enrolment fee).

AWARDS

- 60 University Credits
- Title of 1st level Master in "Human Resources Management" (attendance not below 75% of the total number of lectures and final exams)

PROFESSIONAL TRAINING

Places for internships in organisations, companies and bodies that give concrete opportunities to develop professional skills.

INFORMATION

LUMSA - Masters and Specialisation Courses Office

Via Pompeo Magno, 22 -00192 Roma

Tel. 06-68422467 Fax 06-68422484

perfezionamento@lumsa.it

www.lumsa.it