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**Federal State Autonomous Educational Institution of Higher Education**  
**PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE**  
**LUMUMBA**  
**RUDN University**

**Academy of Engineering**

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educational division (faculty/institute/academy) as higher education programme developer

**COURSE SYLLABUS**

**Innovative Technologies of Personnel Management**

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course title

**Recommended by the Didactic Council for the Education Field of:**

27.04.05 Innovatics

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field of studies / speciality code and title

**The course instruction is implemented within the professional education programme of higher education:**

Digital transformation in production management

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higher education programme profile/specialisation title

### 1. THE PURPOSE OF MASTERING THE DISCIPLINE

The purpose of mastering the discipline is to gain knowledge, skills and experience in the field of innovative tools of personnel management at innovative enterprises, characterizing the stages of competency formation and ensuring the achievement of the planned results of mastering the educational program.

### 2. REQUIREMENTS FOR THE RESULTS OF MASTERING THE DISCIPLINE

Mastering the discipline is aimed at developing the following competencies (parts of competencies) among students:

*Table 2.1 – The list of competencies formed by students in the course of mastering the discipline (the results of mastering the discipline)*

A code of a competence	A competence	Indicators of achieving a competence
GC-3	Ability to organize and manage the work of a team, developing a team strategy to achieve the goal	UC-3.1. Demonstrates knowledge of teamwork principles UC-3.2. Leads team members to solve assigned tasks
GC-4	The ability to apply modern communicative technologies, including in foreign language, for academic and professional interaction	UC-4.2. Uses modern information and communication tools for academic and professional interaction
GPC-3	The ability to independently solve control problems in technical systems based on the latest achievements of science and technology	GUC-3.1. Independently finds sources of information for solving control problems in technical systems
GPC-6	Able to collect and analyze scientific and technical information, summarize domestic and foreign experience in the field of innovation management and building innovation ecosystems	GUC-6.1. Independently finds reliable sources of scientific and technical information GUC-6.2. Demonstrates knowledge of methods for summarizing information in the field of innovation management
PC-1	The ability to organize the work of a creative team to achieve the set scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of work, costs and results of the research and production team	PC-1.1. Demonstrates knowledge of the key principles of creative team management PC-1.2. Uses tools for assessing the quality and effectiveness of labor

### 3. THE PLACE OF DISCIPLINE IN THE STRUCTURE OF OP VO

The discipline refers to the mandatory part of the OP VO.

Within the higher education programme students also master other disciplines and internships that contribute to the achievement of the expected learning outcomes as results of the subject mastery.

*Table 3.1 – The list of components of the OP VO that contribute to the achievement of the planned results of the development of the discipline*

Competency code	Name of competence	Previous disciplines, practices	Subsequent disciplines, practices
GC-3	Ability to organize and manage the work of a team, developing a team strategy to achieve the goal	-	Practical applications of Earth remote sensing data and GIS; Introductory training; Organization and managerial training (S); Organization and managerial training (P); Pre-degree training; State exam; Graduation qualification work
GC-4	The ability to apply modern communicative technologies, including in foreign language, for academic and professional interaction	-	State exam; Graduation qualification work
GPC-3	The ability to independently solve control problems in technical systems based on the latest achievements of science and technology	-	State exam; Graduation qualification work
GPC-6	Able to collect and analyze scientific and	-	Design of automated control systems; In-

	technical information, summarize domestic and foreign experience in the field of innovation management and building innovation ecosystems		Introductory training; State exam; Graduation qualification work
PC-1	The ability to organize the work of a creative team to achieve the set scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of work, costs and results of the research and production team	-	Practical applications of Earth remote sensing data and GIS; Introductory training; Organization and managerial training (S); Organization and managerial training (P); Pre-degree training; State exam; Graduation qualification work

#### 4. VOLUME OF DISCIPLINE AND TYPES OF EDUCATIONAL WORK

The total complexity of the discipline is 3 credit units.

Table 4.1 – Types of educational work by periods of development of OP VO

Type of study work	Total, academic hour	Semester
		2
Contact work	48	48
Including:		
Lecture	16	16
Seminar classes	32	32
Independent work of the student	60	60
The total complexity of the discipline	Academic hours	108
	Credit Units	3

#### 5. CONTENT OF THE DISCIPLINE

Table 5.1 – The content of the discipline by type of educational work

Name of the discipline section	Contents of the section (topic)	Types of educational work
Topic 1. Main notions and concepts of HR management.	Recruitment and its genesis in Russia. Comparative analysis of personnel recruiting in Western countries and in Russia. Recruitment and economic development of the country. Recruitment as a form of innovative and prosperous business. Classification of recruiting companies in Russia and its role in the labor market. Specialization of recruiters. Forms of education of recruiters. Psychological factors in recruiting.	LEC, SM, IW
Topic 2. Place and role of recruiting agencies in the labor market	Leading directions in the activity of recruiting agencies. Recruiting fairs and its importance. Forms of resumes. Video resume as innovative form of self presentation. Rules of resume presentations. Main requirements to resumes. Importance of the previous experience. Ways to get practical experience for university graduates. Professional training during university studies. Companies and facilities for training. Links between Universities and companies. Forming competencies required at work. Recruiting via on-line test. Forms of interviews and methods applied. Collective interviews, stress interviews. How behave at an interview and impress the possible employer. State policy of labor market adjustment.	LEC, SM, IW
Topic 3. Creation of innovative potential of the organization	Concepts of effect, efficiency and effectiveness of every member of the organization. Types of company effectiveness and requirements for innovative HR. Role of economic and social effectiveness for the innovative HR recruitment. Forms of motivation for innovative HR attraction. Knowledge and its significance for innovative HR drawing.	LEC, SM, IW
Topic 4. Education for innovative HR development and management	Personalities in organization and their driving activity. Leaders to be followed. Formal and informal leaders. Leaders are drivers of knowledge. Curve of personnel assimilation to the workplace. Requirements of every stage of assimilation to shorten the time for adapting and to raise feedback as soon as possible, Forms of organization culture to stimulate HR education. Features of informal organizational culture aimed at raising social effectiveness. HR education at every cycle of the organizational development. Formal and informal educational tools. Inner education and its forms. Top management and HR education. Importance	LEC, SM, IW

	of rules, image, dress code in HR education. Evaluation the individual effectiveness through individual tasks. Curve of correspondence between tasks fulfillment, time and outcome. Research for innovative methods of HR education. Multicultural organizations and their effectiveness. Special requirements to personnel in innovative organization. Initiative stimulation and assessment. Drive for innovation. Special conditions in the place of work and outcome evaluation. Monetary and non-monetary evaluation. Innovative forms of evaluation of innovative approaches to work.	
Topic 5. Classification of methods for effective management of personnel	Team building and its effectiveness. New approaches to team building and development of HR. Effectiveness, reliability, clarity and constructiveness of management. Basic features of effective corporate culture for HR management: objectiveness, reproductively, necessity, motivation, evaluation and concreteness	LEC, SM, IW

\* LEC - lecture, SM - seminars; IW - independent work

## 6. LOGISTICS AND TECHNICAL SUPPORT OF THE DISCIPLINE

Table 6.1 – Logistics of discipline

Types of Auditorium	Audience equipment	Specialized educational / laboratory equipment, software and materials for mastering the discipline (if necessary)
Lecture	An auditorium for lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations	
Seminar	An auditorium for conducting seminar-type classes, group and individual consultations, current control and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations	
For independent work of students	An auditorium for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to EIOS	

## 7. EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF THE DISCIPLINE

*Main literature:*

1. Ivanova T.B., Alexeenko V.B. Labor market in Russia M.: RUDN-University, 2016
2. Ivanova T.B., Alexeenko V.B. Tops-tips to success. M.: RUDN-University, 2017

*The electronic library system (ELS) of RUDN University and third-party EBS, to which university students have access on the basis of concluded contracts:*

- ELS RUDN <http://lib.rudn.ru/MegaPro/Web>
- ELS «University Library Online» <http://www.biblioclub.ru>
- ELS Юсайт <http://www.biblio-online.ru>
- ELS «Student Advisor» [www.studentlibrary.ru](http://www.studentlibrary.ru)
- ELS «Троицкий мост»

*Databases and browsers:*

- Electronic fund of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search <https://www.yandex.ru/>
- Google search <https://www.google.ru/>
- Abstract database SCOPUS <http://www.elsevierscience.ru/products/scopus/>

*Educational and teaching materials for independent work of students in the course of mastering the discipline\*:*

- 1) A course of lectures on the discipline.

\* all educational and teaching materials for independent work of students are placed in accordance with the current procedure on the discipline page in the telecommunication educational information system (TEIS) of RUDN

## **8. EVALUATION MATERIALS AND SCORE-RATING SYSTEM FOR ASSESSING THE LEVEL OF FORMATION OF COMPETENCES IN THE DISCIPLINE**

Evaluation materials and a point-rating system for assessing the level of formation of competencies (parts of competencies) based on the results of mastering the discipline are presented in the Appendix to this Work Program of the discipline.

### **DEVELOPERS:**

**Associate professor, Innovation management in industries chair**

position, educational department

**E.A. Kovaleva**

name and surname

### **HEAD OF EDUCATIONAL DEPARTMENT:**

**Innovation management in industries chair**

educational department

**O.E. Samusenko**

name and surname