

**НАЦІОНАЛЬНИЙ АВІАЦІЙНИЙ УНІВЕРСИТЕТ
ІНСТИТУТ ЕКОНОМІКИ ТА МЕНЕДЖМЕНТУ**

Кафедра менеджменту зовнішньоекономічної діяльності підприємств

Методичні рекомендації до підготовки курсової роботи

з дисципліни «Personnel management»

для студентів 3 курсу

6.030601 "Management"
(шифр та назва напрямку (спеціальності) підготовки)

Розроблені

Розглянуто та схвалено

на засіданні кафедри МЗЕДП

(повна назва кафедри)

Протокол № ____ від «__» ____ 20__ р.

Завідувач кафедри _____ Новак В.О.

Продовження Додатку К

TOPICS

1. Performance and productivity
2. The market system and performance
3. The efficiency of labor
4. Factors and reserves of increase of labour productivity
5. Productivity and payment of labour
6. Analysis, controlling and improving production efficiency
7. forecasting labor productivity and scheduling of employees
8. The strategy and methods to measure and evaluate performance
9. Programs to improve and manage productivity
10. The experience of foreign countries in the assessment and performance management.
11. International cooperation on improving performance.
12. The role and place of the head in the system of personnel management.
13. The concept of personnel management, evolution of development approaches to personnel management.
14. Workforce planning enterprise.
15. Development of personnel policy of the organization.
16. Value analysis activity of management personnel.
17. Organizational design personnel management system.
18. Theoretical and methodological problems of personnel management.
19. Psychological aspects of selection and vetting of personnel.
20. Problems of implementation of a professional career.
21. Acmeological problems of personnel management.
22. Psychophysiological technologies and their use in personnel management.
23. Social and cultural technologies and their use in personnel management.
24. The human factor employment, accounting for it in management
25. Socio-economic foundations of personnel management in the conditions of market formation.
26. The main directions of restructuring of the personnel management services in modern conditions.
27. Professional diagnosis and evaluation of the head.
28. Safety and health as a condition of staff development
29. Psychological and acmeological ensuring the effectiveness of personnel management
30. The performance evaluation of managerial staff
31. Naturalistic and pragmatist methodological approaches in personnel management.
32. A systematic approach in personnel management.
33. People in management models Taylor. Neocalanus views on the staff.
34. The main factors of strengthening the role of the staff in the post-industrial society.
35. The use of the research results of Ukrainian scientists in the field of national culture in personnel management.
36. The results are consistent transformation of organizational cultures.
37. The rationalistic and humanistic approaches to human resource management.
38. Human resource management and challenges of the XXI century. Time requirements to the system of personnel management.
39. The main approaches to personnel management and their impact on the theory and practice of human organization.
40. Human capital theory and its recommendations on the need for investment in human development.
41. The concept of "analysis of human resources" and its impact on the practice of work with personnel.
42. Characteristics measurements individual value of the employee.
43. Positional stochastic model to compute the cost of deposits in human capital.
44. Modern requirements to the personnel policy of the enterprise.
45. Stages of creation of the personnel policy.

46. Monitoring of staff as a mechanism for maintaining adequate personnel policies.
47. Goals, norms and ways of implementation of personnel development measures in the implementation of personnel policy.
48. Staffing and clerical support in personnel management.
49. Information and mechanical support in the management of staff.
50. Principles of construction of system of personnel management.
51. Methods of constructing a system of personnel management.
52. Stages and phases of organizational design and their characteristics.
53. Assessment of economic efficiency of design system of personnel management.
54. Evaluation of staff. Contents and sequence of actions.
55. The selection of the workforce. Contents and sequence of actions
56. Forecasting and planning staffing requirements. Contents and sequence of actions
57. PLANроботи operational personnel, especially its development.
58. Marketing staff, its role and place in personnel management.
59. Planning and analysis of indicators on labor, personnel costs.
60. Regulation and accounting personnel of the organization.
61. Recruitment, selection and staff hiring, characteristic of stages.
62. The essence of the contract system of employment. The procedure of hiring and dismissal of employees.
63. The estimation of business qualities of the personnel. Contents and sequence of actions
64. The experience of vocational guidance in Western Europe and Japan and the possibility of its use in Ukraine.
65. Contents of work of personnel management in the organization system of staff training.
66. The essence of the concept of lifelong learning.
67. The concept and stages of business career staff.
68. System service and professional advancement of staff.
69. Features of personnel management in the management personnel reserve.
70. Features of personnel management in the management of social development organization.
71. The essence of the theory of individual behavior, the use of its recommendations in practice.
72. Specific features of human behavior in the group, recording them in the management process.
73. Features of personnel management in the process of motivation.
74. The essence of managing innovation in human systems.
75. The essence of ethical business conduct, use of its recommendations in practice.
76. Management of mobility in manufacturing
77. Organization of control of labour discipline in the enterprise.
78. Features of management personnel in conflict management and stress
79. Contents of staff of the office for scientific organization of labor.
80. Analysis and assessment of turnover in the company.
81. Professional orientation. The development of human potential.
82. The value of national culture, its values, patterns of behavior of people in the field of personnel management.
83. The theory of "strict management" and substantiation of necessity of its implementation in personnel management in Ukraine.
84. General characteristics of psychological techniques, techniques that are used in selecting and screening personnel.
85. Psychophysiological technologies, their capabilities in personnel management.
86. Sociocultural technology of communications, their use in personnel management.
87. Organization of HR records in the company.

General requirements for a term(course) paper

A term paper is a part of the module 3.

A term paper is the result of student's self-guided work by studying the subject "International management of innovative activity". The paper covers a number of key- sections of the course and allows the student to discover the creativity in a comprehensive approach in solving problems.

The main goal of the course is to consolidate student's skills, the usage of theoretical knowledge in international management of innovative activity.

An Explanatory note includes: title page, table of contents, list of references, appendices.

Title page of the paper is drawn according to the established form (see appendix)

Topics for the term paper are distributed according to the student's number in the register. In exceptional cases, the students are allowed to change the topic to one that is free (№29-30).

A student must hand in the term paper his scientific supervisor at fixed time.

The student is not allowed to pass the exam if the time is delayed.

Requirements for the content (table of contents) of the term paper

The term paper must have clear and logical structure.

The key-parts of the term paper must be:

- title page (see the example);
- table of contents;
- introduction (2-3 pp.);
- body (25-30 pp.);
- conclusions (3-4 pp.);
- list of references;
- appendices.

The scope of the paper - 30-35 p. Font - 12 Times New Roman.

Line space - 1.5.

Margins: top and bottom - 2 cm, left - 3 cm, right - 1 cm.

Alignment - the width. Indent (first line indent) - 1.25 cm.

The content of the term paper should cover the main issues of the topic. It must be clear and logically consistent.

In the introduction to the term paper the topicality of the chosen topic is revealed, problems and issues that require resolution are briefly characterized, a goal and objectives of the term paper, its scientific novelty and practical value are clearly formulated.

The main part provides a deep and comprehensive disclosure of the contents of the chosen topic, its most important issues.

It is necessary to show how these issues are covered in the scientific literature to present different points of view and perform their critical analysis.

Every particular topic of the course paper must be considered from the standpoint of modern theoretical position accompanied by analysis of practical data of the subject of international innovation activity (international corporations, states, integration associations, etc.). It is necessary to demonstrate the ability to make conclusions independently based on referrals and literature.

If the term paper consists of pages copied from textbooks and other literature without deep research, it means that this course paper is considered to be unfulfilled.

In conclusions in brief form the conclusions are set out, that indicate the degree of solving the problem and achievement of the objectives that are set out in the introduction.

Appendices include additional materials that help in a more complete disclosure of the term paper's topic.

The student forms the term paper according to the established requirements and deliver it to the supervisor for verification (checking). If a positive assessment term paper is allowed for the defense.

If the term paper does not meet the requirements that are set out in the guidance, it is returned for revision.

At the defense of the course paper students must demonstrate knowledge of all the material of the topic, reveal the content of the problem and offer the optimized way of its solving.

The term paper must be performed in Ukrainian. Abbreviations, except for widespread, are not allowed. The text is placed only on one side of the sheet of A4.

The table of contents goes after the title page (page 1) . Page numbering begins with an introduction (page 3). Each section starts with the main part of the new page.

Sections are represented by Arabic numerals (1, 2, 3, ...) and units - the number of the section and subsection serial number through the point (2.1, 2.2, 2.3, ...).

Figures, tables are placed after the first footnotes in the text. Footnote in the text to tables and figures are obligatory.

Tables and figures in the course paper must be named. Their numbering units are similar to the main part (tab. 2.1, Fig. 3.2, etc.).

While using the text material with specific references footnote should be done as follows: [3, P. 38]

The final module-grade obtained by the student as a result of the defense of the course paper (module number 3) according to ECTS scale and traditional national scale is written into an exam-record of module control, student's permanent academic record and student achievement sheet.

Results evaluation of carrying out and defending the Term Paper (Module№ 3) is realized by the commission, headed by the department's head, according to the grading system, presented in the table 1 and table 2

Table 1

The system of results evaluation of carrying out and defending the Term Paper

<i>№</i>	<i>Criteria</i>	<i>Max Grade</i>
1.	Correspondence of the content of executed course paper to the stated task and fullness of its discovering.....	3
2.	Correctness and completeness of accepted decisions grounding.....	3
3.	Correspondence of explanatory notes to the requirements of DSTU and other normative documents.....	2
4.	Course paper defense: completeness and depth of the report, completeness and consistency of responses to questions during the defense.....	8
Maximal Grades		16

****Minimal positive grade on criteria 1-3 equals 5 values***

Table 2

*Correspondence between Grades of carrying out and defending the Term Paper
and the National Scale*

<i>Grades</i>		<i>National Scale</i>
<i>Defense of Term Paper</i>	<i>Carrying out and Defending the Term Paper</i>	
8	15-16	Excellent
6-7	12-14	Good
5	10-11	Satisfactory
<i>under 5</i>	<i>under 10</i>	Bad

Attention! If student has zero grade for at least one of criteria 1-3 or grade less than 5 grades on criterion 4 (defense of Term Paper), given in Table 4.4, than Term Paper is not accepted.

If the student has completed and defended his Term Paper beyond the deadline of irreverent reason, the maximum value rating in points, he can get according to the results of defense, equal to 14 ("Good" according to the national scale), which is reduced by two points in comparison with the maximum grade, shown in the Table 2.

NATIONAL AVIATION UNIVERSITY
Institute of economics and management
Department of management of IBA

TERM(COURSE) PAPER
on “Personnel management”

(Student’s name and surname and number of the group) _____

Supervisor _____ (Supervisor’s academic degree, position, name and
surname)

Kyiv – 2016