



**TRAINING FOR HUMAN RESOURCES IN
THE BUSINESS**

Degree in Pedagogy

University Católic of Valencia

Year 2020/2021



TEACHING GUIDE FOR THE MATTER AND/OR SUBJECT

			ECTS
Subject: TRAINING FOR HUMAN RESOURCES IN THE BUSINESS			6
Subject-matter: EDUCATOR OF EDUCATORS			30
Module: EDUCATOR OF EDUCATORS			30
Type of Course (1): ELECTIVE	Year: 4th	Semester : 2nd	
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ORGANISATION OF THE MODULE

EDUCATOR OF EDUCATORS			30 ECTS	
Duration and temporal location within the curriculum				
Matters and Subjects				
Matter	ECTS	SUBJECT	ECTS	Year/ Semester
EDUCATOR OF EDUCATORS	30	The continuing education of the teaching staff	6	3rd / 2nd
		Communication techniques Communicative skills of the educator	6	3rd / 2nd
		Education and Employment. The occupational coach	6	4th / 1st
		Continuing education and Adult education	6	4th / 2nd
		Training for human resources in the business	6	4th / 2nd

¹ Basic education (common subject matter), Compulsory, Elective, Practicum, Bachelor's Thesis



**TEACHING GUIDE SUBJECT:
TRAINING FOR HUMAN RESOURCES IN THE BUSINESS**

Prerequisites: There are no prerequisites

GENERAL GOALS

CROSS-SECTIONAL SKILLS (CS)	Importance of the skill			
	1	2	3	4
1.- To acquire the ability to analyse and synthesise information.				X
7.- To solve problems and make decisions.				X
9.- To have the ability to integrate themselves and to communicate with experts in other areas and in different contexts.				X
16.- To have the ability to adapt to new situations.				X
18.- To acquire leadership capacity.				X
SPECIFIC SKILLS (SS)	Importance of the skill			
	1	2	3	4
6.- To know the models, principles and approaches of the educational, school and professional direction in diverse educational contexts				X
11.- To design, develop and evaluate educational intervention programmes suited to the differential characteristics of the subjects and situations in the different educational domains.				X

LEARNING OUTCOMES	SKILLS
1.- The student gives directions in school contexts in the educational and professional domains	CS1, CS7, CS9, SS6, SS2
4.- The student trains and provides guidance to the students for the professional/employment domain	CS16, CS18, SS6, SS12



EDUCATIONAL ACTIVITIES OF CLASSROOM WORK			
ACTIVITY	Teaching-Learning Methodology	Relation with skills of the module	ECTS
PARTICIPATIVE MASTER CLASSES	Teacher presentation of contents, analysis of skills, explanation and demonstration of capacities, abilities and knowledge in the classroom.	CS-1, CS-6, CS-11 SS-3	1.08
PRACTICAL CLASSES	Sessions of group work supervised by the professor. Study of cases, diagnostic analyses, problems, field work, computer classroom, visits, data search, libraries, network, Internet, etc. Meaningful construction of knowledge through the interaction and student activity	CS-2, CS-7, CS-11, CS-16, CS-18, SS- 9, SS-12, SS-18	0.44
SEMINARS	Supervised monographic sessions with shared participation	CS-9, CS-11, SS-6, SS-9	0.36
GROUP PRESENTATION OF PAPERS	Application of interdisciplinary knowledge	ALL	0.32
IN-PERSON SUPERVISION	Customised attention and in small group. Period of instruction and/or direction carried out by an advisor with the aim of reviewing and discussing the materials and subjects presented in the classes, seminars, readings, paper writing, etc.	ALL	0.20
IN-PERSON ASSESSMENT	Set of tests oral and/or written used in the initial, formative or additive assessment of the student.	ALL	0.10
Total			2.40



EDUCATIONAL ACTIVITIES OF INDEPENDENT STUDENT WORK (BLENDED)			
ACTIVITY	Teaching-Learning Methodology	Relation with Skills of the Module	ECTS
THEORETICAL ASYNCHRONOUS VIRTUAL SESSIONS	Through previous planning the professor distributes a detailed guide with the order of study of the materials that he/she activates in the virtual classroom: documents, video-lessons created by the professor at UCV, external links and/or additional bibliography.	T2 – CS-5, CS-6 SS-6, SS-16	0.40
VIRTUAL SUPERVISING	Individual attention for the follow-up and direction of the learning process carried out by the advisor with the intention of reviewing and discussing the materials and subjects, seminars, readings, paper writing.	ALL	0.10
GROUP WORK	Group preparation of readings, essays, resolution of problems, seminars, papers, reports, etc. to present or to submit in the theoretical classes, practical classes and/or small group sessions. Work carried out on the platform or other virtual spaces.	CS-18, CS-19, SS-12, SS-14, SS-16	0.80
DISCUSSION FORUMS	Active participation in discussion forums referred to the subject matter moderated by the professor of the subject.	CS-1, CS-18, SS-21	0.50
CONTINUOUS ASSESSMENT ACTIVITIES	Self-assessments, submission of individual tasks on: resolution of problems, commentaries, reviews,..., to be submitted at different times throughout the course.	ALL	0.60
INDEPENDENT WORK	Study carried out by the student: Individual preparation of readings, essays, resolution of problems, seminars, papers, reports, etc., to present or to submit in the theoretical lectures, practical classes and/or individual or small groups. Work carried out on the platform or other virtual spaces.	CS-1, CS-2, CS-5, CS-20 SS-12	1.20



Total	3.60
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SYSTEM OF ASSESSMENT OF SKILL ACQUISITION AND MARKING SYSTEM	
Assessment Instrument	Percentage allocated
Written tests	40 %
Solution of practical cases	30 %
Follow-up of student work in the non-face-to-face sessions	15 %
Active participation in the theoretical-practical sessions, seminars and supervised sessions.	15 %

CRITERIA FOR THE CONCESSION OF A PASS WITH HONOURS DISTINCTION:

To specify concrete criteria for the subject and faculty to which the degree is ascribed and in agreement with the general norm indicating that only a pass with honours can be granted to every 20 students. It cannot be granted to a fraction of 20 excluding the case of groups with fewer than 20 students altogether, in which case only one pass with honours can be granted.

BRIEF DESCRIPTION OF THE SUBJECT
<p>Training for Human resources in the Business. Description of positions. Identification of skills. Design of profiles. Planning of groups. Inventory of positions. Recruitment. Pre-selection. Selection tests. Policy of Education in the Business. Evaluation of performance. Management by skills. Direction of people in the Organisation. Leadership and Directive Skills. Directive abilities. Management of Teams</p>

DESCRIPTION OF CONTENTS	SKILLS
Organisation in blocks of content or thematic groupings. Development of the contents in the teaching guides.	(Indicate, numerically, the related skills)
<ul style="list-style-type: none"> • Description of positions. • Identification of skills. • Design of profiles. • Planning of groups. • Inventory of positions 	CS2, CS9, CS16



<ul style="list-style-type: none"> • Recruitment. Pre-selection. Selection tests. • Business Policy on Training. 	E6, E12
<ul style="list-style-type: none"> • Evaluation of performance. Management by skills 	T9, T16
<ul style="list-style-type: none"> • Direction of people in the Organisation. • Leadership and Directive Skills. • Directive abilities. Management of Teams 	T2, T7, T9, T16, T18, E6, E12

ORGANISATION OF LEARNING (First-enrolment Students):		
	CONTENT BLOCK/DIDACTIC UNIT	No. of SESSIONS
	<ul style="list-style-type: none"> • Description of positions. • Identification of skills. • Design of profiles. • Planning of groups. • Inventory of positions 	2
	<ul style="list-style-type: none"> • Recruitment. Pre-selection. Selection tests. • Training Policy in the Business. 	1
	<ul style="list-style-type: none"> • Evaluation of performance. Management by skills 	2
	<ul style="list-style-type: none"> • People direction in the Organisation. • Leadership and Directive Skills. • Directive abilities. Management of Teams 	8



BIBLIOGRAPHY

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Addendum to the Course Guide of the Training for Human Resources in the Business

Degree in Pedagogy

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject:

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching.

Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:



Microsoft Teams

Blackboard Collaborate Ultra

Kaltura

Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen onsite activities described in this section of the Course Guide, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

x Microsoft Teams

Blackboard Collaborate Ultra

Kaltura

Explanation about the practical sessions:

2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

X The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

The following changes will be made to adapt the subject's assessment to the online teaching.



Course guide		Adaptation	
Assessment tool	Allocated Percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:

ONLINE WORK

Regarding the Assessment Tools:

The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated Percentage	Description of the suggested changes	Platform to be used
Written tests	40 %	Test questions	40%
Active participation in the theoretical-practical sessions, seminars and supervised sessions.	15 %	Assistance and active participation in the theoretical-practical sessions, seminars and supervised sessions.	15%

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.