

8.0 credits

60.0 h

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| Teacher(s) :                 | Garant Michèle ;  |
| Language :                   | Français  |
| Place of the course          | Louvain-la-Neuve  |
| Main themes :                | Study of<br>- various models of human resource management;<br>- flow of personnel : recruitment, selection + training + appraisal;<br>- remuneration systems;<br>- task, skill and work system analysis;<br>- systems of influence and leadership.  |
| Aims :                       | - analyse practices in terms of human resource management : identify the key elements, establish the priorities and an action plan.<br>- diagnose the strengths and weaknesses in the practice of human resource management and the possible relevance of an action.<br>- understand and be able to make practical use of theoretical reference points in human resource management.<br><i>The contribution of this Teaching Unit to the development and command of the skills and learning outcomes of the programme(s) can be accessed at the end of this sheet, in the section entitled "Programmes/courses offering this Teaching Unit".</i>  |
| Content :                    | Management of an educational institution : study of the functions of management, maintenance, interface, symbolism, processes of homeostasy and innovation within organizations; study of the organizational principles which run through and structure socio-educational institutions ; assessment of effectiveness and fairness.<br>Management of human resources : study of the main operations involved in the management of teaching staff ; integration of professional development in the planning of institutions; principles and methods of managing teams, participatory and quality management; management of technical and administrative staff; management of staff with reference to social legislation (EU and health and safety), trade union delegations, legal protection and social environment etc.). |
| Other infos :                | Developing a teaching strategy adapted to adults includes the link between theory and practice, work in sub-groups, training assessment and group and individual work on using material in practice.<br>Illustrations from different fields of adult education and training: professional development, special education, schools, lifelong learning etc.<br>Topic-based workshops cover issues involving group questions through case studies and role plays (e.g. leadership, negotiation, time management etc.).<br>Prerequisite : FOPM 2002 Sociological analysis of socio-educational organizations.   |
| Cycle and year of study :    | <a href="#">&gt; Master [120] in Education (shift schedule)</a>   |
| Faculty or entity in charge: | EDEF  |