Co-funded by the
Erasmus+ Programme
of the European Union

LM MODULE II –MANAGING PEOPLE AND ORGANIZATIONAL CULTURE
Project Timeline, March 2021

Monday	Tuesday	Wednesday (4h)	Thursday (4h)	Friday (4h)
01.03.21	02.03.21	03.03.21	04.03.21	05.03.21
Individual work	**Individual work**	**2.1.1. Hiring of staff in higher education institutions.** **2.1.2 Working time and rest time for staff in higher education institutions.** **2.1.3. Specific of staff salary payment in higher education institutions.**	**2.1.3. Specific of staff salary payment in higher education institutions (cont.)** **2.1.4. Termination of staff employment relations in higher education institutions.** **2.1.5. Discipline of work in higher education institutions. Internal rules of the higher education institution. Legal valences of the Code of Ethics and Professional Deontology.**	**2.2.1. Organizational culture and complex system of subcultures** **2.2.2 Ethics, values and professionalism in university education.** **Determination of higher education values.**
08.03.21	09.03.21	10.03.21	11.03.21	12.03.21
Individual work	**Individual work**	**2.2.3. Managerial roles in promoting ethical conduct within the organisation.** **2.2.4. Behaviour within the organisation: individual perspective and group perspective.** **The culture of HEI's employees and the culture of students. Professional deontology.**	**2.2.5. Argument for encouraging fairness, diversity and inclusion.** **2.3.1. Integrated human resources management in higher education institutions. Development strategy and personnel policies. Equality at work. Non-discrimination policies.** **2.3.2. Forecast management of staffing needs: analysis of human resources needs in higher education institutions. Requirements for the regulation of activities for the**	**2.3.2. Forecast management of staffing needs: analysis of human resources needs in higher education institutions. Requirements for the regulation of activities for the determination of staffing needs in higher education institutions. Calculation of the teaching work in higher education institutions (cont.).** **2.3.3. Recruitment – the basic activity of the personnel assurance**

			determination of staffing needs in higher education institutions. Calculation of the teaching work in higher education institutions.	process. Selection of staff in higher education institutions. Hiring and integration of staff. 2.3.4. Job description and assignment of tasks. Elaboration and approval procedures.
15.03.21	**16.03.21**	**17.03.21**	**18.03.21**	**19.03.21**
Individual work	Individual work	2.3.5. Diagnosis of efficiency in staff management. Streamlining staff activities in the context of university autonomy. 2.4.1. Determination of quantitative and qualitative performance indicators (criteria) specific to the HEI. Low performance management.	2.4.1. Determination of quantitative and qualitative performance indicators (criteria) specific to the HEI. Low performance management (cont.). 2.4.2. Determination of the forms of motivation of human resources in the HEI (material and moral).	2.5.1. Factors of change and professional development of staff in the HEI. Principles of the professional development process of staff in the HEI. The staff development cycle in the HEI. 2.5.2. Elaboration of the strategy for staff training in the HEI. Tools for identifying the professional development needs of staff in the HEI.
22.03.21	**23.03.21**	**24.03.21**	**25.03.21**	**26.03.21**
Individual work	Individual work	2.5.3. Forms/types of adult training. Strategies/tools for evaluating training programs (content, necessity, impact).	Individual work	Individual work
29.03.21	**30.03.21**	**31.03.21**	**01.04.21**	**02.04.21**
Individual work	Individual work	Individual work	Presentation of the Individual/Group Work	Presentation of the Individual/Group Work