



TEACHING GUIDELINES:
**PSYCHOLOGY OF HUMAN
RESOURCES**

**ACADEMIC YEAR:
2012-2013**

STUDIES: DEGREE IN PSYCHOLOGY

FACULTY: PSYCHOLOGY FACULTY

ACCADEMIC YEAR: 2012-2013

TEACHING GUIDELINES

1. BASIC DETAILS ABOUT THE COURSE

NAME: PSYCHOLOGY OF HUMAN RESOURCES

CODE: 25051.16

ACADEMIC YEAR: 2012/13

MATTER TYPE= P

Mandatory (Obligatoria)(D=Basic same branch; S=Basic other branches; Y=Project; O=Mandatory or P=Optional)

ECTS Credits: 4.5

YEAR: 2013-2014

SEMESTER: FIRST

Requirements:

Recommendations:

2. BASIC DETAILS ABOUT THE TEACHING TEAM

NAME: ALBERTO AMUTIO

FACULTY/DEPARTMENT: SOCIAL PSYCHOLOGY AND METHODOLOGY

FIELD: MINOR IN WORK AND ORGANIZATIONAL PSYCHOLOGY

OFFICE NUMBER: 213D

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NAME:

FACULTY/DEPARTMENT:

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3. SPECIFIC AND TRANSVERSAL COMPETENCIES OF THE COURSE

Competency	Competencies
	SPECIFIC
1	To know the main instruments and strategies of human resources management: strategic planning, personnel recruitment and selection, training and career development, evaluation, communication.
2	To acquire a theoretical and practical knowledge in different areas of human resources management, including stress management techniques in order to be applied in different organizational and professional settings (health centres, educational centres, organizations, etc.)
3	To acquire the basic psychological skills in order to learn to cope successfully with stress and burnout and be able to apply them in different social and organizational contexts.
4	To know how to use different documentary sources related to psychology of human resources and to show a command of the necessary strategies for information search.
	TRANSVERSAL
1	To know how to use different information resources and to elaborate written reports.
2	To be able to communicate results from written reports in public
3	To make oral presentations
4	Being able to work in groups.

4. PROGRAM

4.1. THEORETICAL PROGRAM

1. Introduction to the basics of the Psychology of Human Resources
2. Human resources strategic management
 - 3.1. Personnel selection process
 - 3.2. Personnel education, training and career development
 - 3.3. Communication at work: process and programs
3. Psychosocial risks (stress, burnout and work stress, mobbing...)
 - 2.1. Definition, stress-related variables and main evaluation tools
 - 2.2. Relaxation training.
 - 2.3. Cognitive strategies for coping with stress.
 - 2.4. Coping skills-rehearsal and problem-solving.
 - 2.5. Effective time-management.
 - 2.6. Social skills training.

4.2. PRACTICAL PROGRAM

1. In-class practice (practical cases)
2. Workshop: preparation of intervention plans.
3. Seminars: Presentation of the intervention plans
4. Field practice:

5.-COURSE SCHEDULE

Mondays and Tuesdays: 11-13 PM (room 1.3 F)

6. ASSESSMENT PROCEDURE (THEORY AND PRACTICE)

- Written Paper (a literature review and practical cases of a topic related with the course): 25%
- Practical activities and participation: 25%
- Written exam: 50%

7. REFERENCES / BIBLIOGRAPHY

BASIC: Redman, T. & Wilkinson, A. (2009). *Contemporary human resources management: Text and Cases* (3^a Ed). New York: Prentice-Hall.- ISBN: 978-0-0273-71633-4

ADDITIONAL:

- Amutio, A. & Smith, J.C. (2008). Stress and irrational beliefs in college students. *Ansiedad y Estrés*, 14 (2-3), 211-220.
- Amutio, A. & Smith, J.C. (2007). The factor structure of situational and dispositional versions of the Smith Irrational Beliefs Inventory in a Spanish student population. *International Journal of Stress Management*, 14 (3), 321-328.
- Amutio, A. (2006). *Relajación y Meditación: Un manual práctico para afrontar el estrés*. Madrid: Biblioteca Nueva.
- Brown, K.W. y Ryan, R.M. (2003). The benefits of being present: mindfulness and its role in psychological well-being. *Journal of Personality and Social Psychology*, 84 (4), 822-848.
- Germer, C.K., Siegel, R.D., & Fulton, P.R. (2005). *Mindfulness and Psychotherapy*. New York: The Guilford Press.
- Kabat-Zinn, J. (1994). *Wherever you go, there you are: mindfulness meditation in everyday life*. New York: Hyperion.
- Smith, J.C. (2007). The psychology of relaxation. *Principles and Practice of Stress Management* (3rd edition). In P.M. Lehrer, R.L. Woolfolk., & W.E. Sime (p 38-52).
- Smith, J.C. (2007). Towards a psychology of relaxation and renewal. www.lulu.com/stress.
- Smith, J.C. (2005). *Relaxation, Meditation and mindfulness: A mental health's Practitioner's guide to new and traditional approaches*. Guilford Press: New York.
- Smith, J.C. (2005). *The Stress management Companion*. Delta Printing
- Smith, J.C. (2002). *Stress management: A comprehensive handbook of techniques and strategies*. New York: Springer.

Smith, J.C. (1999). *ABC Relaxation Training: A practical guide for health professionals*. New York: Springer.

Werther, W., Mejía, J., & Davis, K (2008). *Administración de recursos humanos : el capital humano de las empresas*. Mexico: McGraw-Hill.

Zarco, V., Rodríguez, A., Mañas, M.A. & Delgado, A. (2008). *Psicología de los recursos humanos*. Madrid: Pirámide.

INTERNET RESOURCES: www.expansion.com/empresas
www.copmadrid.es/webcopm/resource.do

RELATED PUBLICATIONS: Revista Capital Humano

8. TUTORING HOURS

Mondays and Tuesdays: 13-14 PM & 15-17 PM.