

TEACHING GUIDE
ORGANIZATION AND TEAM SYNERGY

**GRADO EN PROTOCOLO, ORGANIZACIÓN DE EVENTOS Y
COMUNICACIÓN CORPORATIVA (INGLÉS)**

ACADEMIC YEAR 2024-25

Date: 30-06-2024



 **Q2803011B UNIVERSIDAD REY JUAN CARLOS**
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I.-Subject Identification	
Type	OBLIGATORIA
Teaching period	3 course, 2Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>The human resources organization for the achivement of synergies in the team work in a key point for the actual companies, where the services sector is predominant. This subject goes through the different processes of the HR management and finish with a topic related to the organizative behaviour and the teamwork, taking into account the multiculturalism and the diversity that companies face right now.</p>

III.-Competences
<p>Generic competences</p> <p>CG2. Ability to apply knowledge to practice CG3. Ability to analyse, gather and summarise information and data CG5. Development of autonomous learning in the field of study CG6. Planning and organisation skills CG9. Ability to gather, evaluate and interpret information from different sources CG10. Decision-making and problem-solving skills CG12. Development of interpersonal skills CG14. Critical-thinking and self-criticism skills CG15. Ability to coordinate, manage and motivate work teams in order to gain benefits and achieve results for other people CG16. Leadership, with a conscious and ongoing commitment to respond constructively to challenges, contributing towards their resolution with experience, knowledge and action</p>
<p>Specific competences</p> <p>CE11. Knowledge of the professional and business environment related to the practice of the profession CE30. Acquire and apply the necessary knowledge of economics to manage the budget, recruitment, funding and sponsorship of different types of events, conferences, fairs and/or functions CE31. Principles of ethics and social responsibility. Management and implementation of these principles in business and institutional organisations CE47. Ability to supervise and manage people and work teams</p>



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IV.-Contents		
IV.A.-Syllabus		
Subject part	Topic	Sections
I-Human Resources Management	Topic 1. Human Resources in the firm	1. The HR in the firm 2. Human resources management 3. New trends in the managing HR
II. Basic processes of affection and development of the Human Resources	Topic 2. Analysis and job design	2.1 Analysis of the job position: concept 2.2 Analysis of the job position: process 2.3 Description and specification of the job position 2.4 Design and redesign of job positions 2.5 New trends in the analysis of job position
	Topic 3. Human Resources planning	3.1 The planning of HR 3.2 The planning process of the HR 3.3 Information systems in HR
III. Employee lifecycle processes	Topic 4. Recruitment, Selection and onboarding	4.1. Recruitment concept and process 4.2. Sources and methods of recruitment 4.3. Current trends in recruitment 4.4. Selection process and process 4.5. Tools and instruments for the selection 4.6. Current trends in selection 4.7. Concept of onboarding
IV. Training and development processes	Topic 5. Training and development processes	5.1 The training in the firm 5.2 The development of a professional carrier 5.3 New trends in training and development
V. Performance assesment, retribution and incentive systems	Topic 6. Performance assesment.	6.1 Performance assesment 6.2 Performance assesment: the process 6.3 Performance management and improvement
	Topic 7. Employee compensation systems	7.1 Employee compensation systems 7.2 Managing compensation systems 7.3 New trend in managing compensations systems
IV. Organizational behavior	Topic 8. Organizational behavior. Teamwork.	8.1 Motivation and leadership. 8.2 Management abilities. 8.3 Teamwork. Multidisciplinary teams. 8.4 Diversity management.

IV.B.-Training activities	
Type	Title
Exercises according to the teacher instructions	Reading
Press readings. Discussion and debates	Reading
Scientific articles related to the subject	Exercises according to the teacher instructions

V.-Student workload		
Lecture classes	30	
Practical classes/resolution of exercises, case studies, etc.	15	
Practical sessions in technological laboratories, hospitals, etc.	0	
Tests	15	
Academic tutorials	10	
Related activities: conferences, seminars, etc.	38	
Preparation of lecture classes	30	
Preparation of practices, exercises, cases studies work	20	
Test preparation	22	
Total student workload	180	
VI.-Methodology and academic programme		
Type	Period	Content
Master classes	Week 1 to Week 15	Master class on the subject's main concepts. Explanation of the contents of the different units of the program.
Work placements	Week 1 to Week 15	Individual or group assignments on news, videos, or cases as supporting material.
Group work	Week 1 to Week 15	Group assignments on news, videos, or cases as supporting material.
Academic Tutorials	Week 1 to Week 15	Individual/collective clarification of theoretical and practical concepts.
Tests	Week 16 to Week 16	Final written exam



VII.-Assessment methods

VII.A.-Assessment weighting

Continuous ordinary assessment:

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual.

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

Extraordinary assessment: Students who do not manage to pass the ordinary assessment, or who did not attend, will be subject to completion of an extraordinary assessment to verify their acquisition of the skills established in the guide, only for activities that are re-assessable.

Description of the tests for assessment and their weights.



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Evaluation System	Evaluation Activity	Weight	Revaluable in Extraordinary	Minimum Grade	Contents	Date
SE1. Written Test	Final written test (theoretical and practical)	50%	Revaluable	2,5 out of 5 (5 out of 10)	Full syllabus	Official ordinary date On site examination
SE4 Evaluation of individual or group work: written, audiovisual, or web support	Between 3 and 8 practical activities	Up to a maximum of 15% (in total)	Revaluable	5 out of 10 (each individual practical activity)	Full syllabus	During school term
	Final project (team-work)	10%	Not revaluable	No minimum grade	Full syllabus	During school term
SE5 Evaluation of written or oral expression	Final project (team-work): written expression	10%	Not revaluable	No minimum grade	Full syllabus	During school term
	Final project (team-work): oral expression	10%	Not revaluable	No minimum grade	Full syllabus	During school term
SE8 Evaluation of attendance and participation in learning	Attendance	5%	Not revaluable	No minimum grade (cumulative)	Attendance	During school term
Calculation of the final or overall grade	<ul style="list-style-type: none"> The final grade is calculated as the weighted average of the evaluation activities' grades according to the specified percentages, provided they have been passed with the minimum grade indicated for each of them (if applicable). To pass the subject, the weighted average must be no less than 5. If one or more assessment activities have not been passed with the minimum grade, the final grade for the subject will be a fail. If a student has not participated in any evaluative test, the final grade will be "Not presented." 					
Extraordinary session	<ul style="list-style-type: none"> In the extraordinary session, only revaluable evaluation activities that did not meet the minimum grade (or were not submitted) can be reevaluated. Reevaluation will take place on the official date specified for the extraordinary session. Practical activities that need reevaluation because they were failed in the ordinary session must be submitted on the same day as the exam. To pass the course, the overall grade must be 5 or higher (once the minimum grade for the revaluable test has been achieved). 					
Early session	<p>Same method as established generally.</p> <ul style="list-style-type: none"> Final exam (60%) Submission of the final project (20%) on the same day as the exam. The professor will define the content of these activities in advance. Oral presentation of the final project (20%) 					

O t h e r observations or clarifications	Attendance will be verified through the means deemed appropriate by the professor.
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VII.B. Assessment of students with an academic exemption

Student who wish to opt for this assessment will have to get an academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subjects own characteristics allow for it.

Subject with the possibility of an exemption: Yes

VII.C. Review of assessment tests

In accordance with the exam appeal regulations of the Universidad Rey Juan Carlos.

VII.D.-Students with a disability or special educational needs

Curricular adaptations for students with a disability or special educational needs will be determined by the Disabled Students Support Department, in accordance with the regulations governing the Disabled Students Support service, approved by the Universidad Rey Juan Carlos Council, in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success.

For this purpose, this Department will have to issue a curricular adaptation report, therefore students with disabilities or special educational needs must contact the Department to analyse the different alternatives together.

VII.E.-Academic behaviour, academic integrity and honesty

The Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at the Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed

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VII.-Bibliography
Referecence Generic
Título: Fundamentos de Recursos Humanos. 3ª edición Autor: De la Calle Durán, MC.; Ortiz de Urbina Criado, M. Editorial: 2018. Editorial Pearson
Título: Casos prácticos de Recursos Humanos y Relaciones Laborales Autor: Valero Matas, J. Editorial: 2010. Pirámide
Titulo: Recursos Humanos: dirigir y gestionar personas en las organizaciones Autor: Porret, M. Editorial: 2007. ESIC
Título: Dirección y Gestión de Recursos Humanos Autor: Gómez-Mejía, L.R.; Balkin, D.B.; Cardy, R. Editorial: 2007. Prentice Hall.
Titulo: Comportamiento organizacional 10ª edición Autor: Robbins, S. Editorial: 2004 Pearson Educacion
Madrigal Torres, B.E. (2009). <i>Habilidades Directivas</i> (3ª ed.). McGrawHill Education
Robbins, S.P., Judge, T.A. (2017). <i>Comportamiento Organizacional</i> (17ª ed.). Pearson.
Reference literature
Titulo: Fundamentos de Administración Autores: Robbins, S. y DeCenzo, D. Edotorial: 2009 Pearson Educación
Widyatmoko, W.F., Pabbajah, M., Widyanti, R.N. (2020). THE CHARACTER OF LEADERSHIP IN HUMAN RESOURCES DEVELOPMENT: A CRITICAL REVIEW. <i>International Journal of Management, Innovation & Entrepreneurial Research</i> , Vol. 6, No 2, pp 01-09 https://doi.org/10.18510/ijmier.2020.621
van Knippenberg, D., Nishii, L. H., & Dwertmann, D. J. (2020). Synergy from diversity: Managing team diversity to enhance performance. <i>Behavioral Science & Policy</i> , 6(1), 75-92.
Maity, S. (2019). Identifying opportunities for artificial intelligence in the evolution of training and development practices. <i>Journal of Management Development</i> .
Tafvelin, S., Stenling, A., Lundmark, R., & Westerberg, K. (2019). Aligning job redesign with leadership training to improve supervisor support: a quasi-experimental study of the integration of HR practices. <i>European Journal of Work and Organizational Psychology</i> , 28(1), 74-84.
EQUIPOS&TALENTO (2022): "Casi 6 de cada 10 empresas consultan las RRSS de una persona antes de contratarla"

IX.-Lecturers/Teachers/Professors

Lecturer/teacher/professor's name	MANUEL MENDOZA DEL MORAL
E-mail address	manuel.mendoza@urjc.es
Department/field	Economía de la Empresa (ADO), Economía Aplicada II y Fundamentos Análisis Económico
Category	Profesor/a Asociado/a
Subject Coordinator	No
Academic tutorial timetable	Para consultar las tutorías póngase en contacto con el/la profesor/a a través de correo electrónico
Nº of Quinquenios	0
Nº of Sexenio	0
Nº period for technology transfer	0
Stretch Docencia	0

