

## UČNI NAČRT PREDMETA / COURSE SYLLABUS

**Predmet:** Iskanje zaposlitve  
**Course title:** Job Search

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Socialni menedžment (UN), prva stopnja / Social management (BSc), first level	/	2.,3.	4.,6.

**Vrsta predmeta / Course type**

Izbirni/Optional

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
20	0	40	0	0	120	6

**Nosilec predmeta / Lecturer:**

izr. prof. dr. Andrej Raspor / Associate Professor Andrej Raspor, Ph.D

**Jeziki /  
Languages:**

**Predavanja /  
Lectures:** Slovensko / Slovenian, Angleško / English  
**Vaje / Tutorial:** Slovensko / Slovenian, Angleško / English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Pogoj za vključitev v delo je vpis v 2. ali 3. letnik študija.  
Študent/študentka mora pred pristopom k izpitu pripraviti in zagovarjati empirično seminarsko nalogo.

**Prerequisites:**

Enrollment in the 2nd or 3rd year of study. Student must, before entering the exam prepare and defend an empirical paper.

**Vsebina:**

- Človeški viri v tržnih pogojih. Koncept, definicija, cilji, teoretskih pristopov.
- Upravljanje s človeški viri in strateški management.
- Upravljanje spretnosti, navad in osebnostnih lastnosti. Ocena navad zmogljivosti.
- Tehnološki postopki funkcije upravljanja s človeškimi viri.
- Upravljanje s talenti zaposlenih in menedžerjev v podjetju.
- Izobraževanje. Vloga in pomen vseživljenskega izobraževanja.
- Planiranje karier.
- Metodologija in didaktika usposabljanja za odrasle. Organizacija prenosa znanja med zaposlenimi na delovnem mestu.
- Zaposlovanje, promet, absentizem, migracije.
- Dejavniki motivacije za delo. Motivacijski modeli in njihova uporaba.
- Organizacijska kultura in psihološke klima.
- Vzdrževanje človeškimi zmožnostmi. Delovne razmere. Humanizacija dela.

**Content (Syllabus outline):**

- Human resources in market conditions. The concept, definition, objectives, theoretical approaches.
- Human Resources and Strategic Management.
- Human Resource. Knowledge. Skills. Habits. Personality traits. Ways assessment of human capabilities.
- Technology personnel procedures.
- Discovering talents and potential managers within the organization.
- Education. The role and importance of continuous education.
- Career Planning.
- The methodology and didactics training for adults. The organization of knowledge transfer in the workplace.
- Employment, turnover, absenteeism, migration.
- Factors of motivation to work. Motivational models and their use.
- Organizational culture and psychological climate.
- Maintenance of human capabilities. Working conditions. Humanisation of work.

**Temeljni literatura in viri / Readings:**

- Armstrong, M. (2014): *Armstrong's handbook of human resource management practice, 12th ed.* London; Philadelphia: Kogan Page.
- Armstrong, M. (2008): *Strategic Human Resource Management: A Guide to Action, 4th Edition.* London; Philadelphia: Kogan Page.
- Raspor, A. (2017): *Prepletenost motivacijskih teorij in teorij menedžmenta v sistemih nagrajevanja (Motivation and management theory in reward system).* Dolga Poljana: Perfectus.
- Raspor, A., Labović, B.D. (2017): *Dinamična sistemizacija delovnih mest (Dynamic systemization of jobs).* Dolga Poljana: Perfectus.
- Raspor, A. (2018): *Nematerialno nagrajevanje (Nonmaterial reward).* Dolga Poljana: Perfectus.
- Raspor, A. (2019): *Od teorije organizacije do sistemizacije in organizacije dela (From organization theory to systemization and organization of work).* Dolga Poljana: Perfectus.
- Dessler, G. (2014): *Human Resource Management.* New Jersey: Pearson education.
- Svetlik, I., Zupan, N. (ured.) (2009): *Menedžment človeških virov.* Ljubljana: FDV.

### **Cilji in kompetence:**

#### Splošne kompetence:

- poglobljeno razumevanje odnosa med organizacijo in njenim družbenim okoljem;
- poglobljeno razumevanje odnosa med organizacijo in posameznikom;
- razvoj kritične in samokritične presoje;
- sposobnost fleksibilne uporabe znanja v praksi;
- razumevanje pomena kakovosti in prizadevanje za kakovost strokovnega dela skozi avtonomnost, (samo)kritičnost, (samo)refleksivnost in (samo)evalviranje v strokovnem delu;
- občutljivost za ljudi in socialno okolje ter razvoj komunikacijskih sposobnosti in spretnosti;
- sposobnost timskega dela, tj. pripravljenost na sodelovanje, kooperativnost, upoštevanje mnenj drugih in izpolnjevanje dogovorjene vloge v okviru tima oz. skupine;- sposobnost interdisciplinarnega povezovanja različnih strokovnjakov;
- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo);
- sposobnost razvijanja alternativnih rešitev v procesu strateškega načrtovanja;
- sposobnost uporabe in ustreznega navajanja relevantnih domačih in mednarodnih virov, uporabe elektronskih virov in kritične analize relevantne literature;
- sposobnost upravljanja človeških virov.

#### Predmetno-specifične kompetence:

- sposobnost za reševanje konkretnih družbenih in delovnih problemov z uporabo družboslovnih znanstvenih metod in postopkov;

### **Objectives and competences:**

#### General competence:

- in-depth understanding of the relationship between the organisation and its social environment;
- in-depth understanding of the relation between the organisation and the individual;
- development of critical and self-critical judgement;
- the ability of the flexible use of knowledge in practice;
- understanding the importance of quality, and striving for quality professional work through autonomy (self) criticism, (only) and reflexivity (self) evaluation of the technical work;
- sensitivity to people and social environment and the development of communication abilities and skills;
- ability to teamwork, i.e. willingness to cooperate, cooperation, respect the opinions of others and fulfil roles within the team or group;
- the ability of interdisciplinary integration of the different experts;
- ability to recognise and exploit opportunities provided in the working and social environment and manifest themselves as entrepreneurial spirit and active citizenship;
- the ability to develop alternative solutions in the process of strategic planning;
- the ability to use and properly refer to relevant domestic and international sources, to use electronic sources and to provide critical analysis of the relevant literature;
- human resources management ability.

#### Subject-specific competencies:

- the ability to solve concrete social and working problems using social scientific methods and procedures;

- sposobnost povezovanja koherentno obvladanega temeljnega znanja, pridobljenega pri obveznih predmetih, ter njegova uporaba v praksi;
- sposobnost pridobivanja, selekcije, ocenjevanja in umeščanja novih informacij in zmožnost interpretacije v kontekstu družboslovja;
- organizacijske in vodstvene spretnosti v organizacijah, ob razumevanju individualnih vrednot in skupinskih vrednotnih sistemov, z obvladovanjem profesionalno –etičnih vprašanj;
- organizacijske in vodstvene spretnosti za organiziranje aktivnega in samostojnega dela;
- komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami;
- razumevanje odnosov med posamezniki, organizacijami in družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje;
- sposobnost za upravljanje s časom, za samopripravo in načrtovanje ter samokontrolo izvajanja načrtov;
- razumevanje odnosov med organizacijo in socialnim okoljem – sistemsko gledanje in delovanje; občutljivost za odnose med ljudmi pri delu, fleksibilnost in sposobnost za skupinsko delo, samoiniciativnost, prevzemanje odgovornosti, sposobnost razmišljanja in lastnega mnenja.

- the ability to connect coherently collected knowledge attained from the mandatory courses and its application in practice;
- the ability to collect, select, evaluate and include new information and the ability to interpret it in the context of social science;
- organisational and leadership skills in the organisations combined with the understanding of individual values and group value systems, while comprehending the professional-ethical issues;
- organisational and leadership skills to organise active and independent work;
- communication with the experts from various fields of economic and social life as well as with various interest groups;
- understanding of the relations between individuals, organisations and social environment, the ability of complex systems thinking and action;
- time management ability, for self-preparation, planning and self-control of the implementation of the plans;
- understanding the relations between the organisation and its social environment – systemic perspective on action;
- sensitivity to the relations among people at work, flexibility and the ability of team work, self-initiative, taking responsibility, ability of thinking and having one's own opinion.

#### **Predvideni študijski rezultati:**

##### Znanje in razumevanje:

- Pozna in razume temeljne pojme, informacije in podatke, ki so potrebni za oceno stanja na trgu delovne sile in kadrovskih potreb institucij-potencialnih zaposlovalk.
- Zna samo-razumeti in oceniti osebne potencialne pri vstopu na trg dela.

#### **Intended learning outcomes:**

##### Knowledge and understanding:

- Learn about the importance of the integration of human capabilities in the planning and implementation of business decisions.
- Learn about the fundamental characteristics of human capabilities in economic and business developments.
- To acquire theoretical knowledge of HRM.

- Pozna in razume normativne zahteve, vezane na zaposlovanje (mladih) in neformalne dejavnike na mladinskem trgu dela.
- Pozna in zna uporabljati formalne in neformalne oblike ter možnosti zaposlovanja.
- Kritično ovrednoti že pridobljene izkušnje z zaposlitvami in iskanjem dela.
- Izdela osebne strategije za kompetentno nastopanje na trgu dela.

- To deepen and broaden knowledge in the field of organization and management in conjunction with HRM and management.
- Understand and be able to use the investors in people standard.
- Develop a sensitivity to relationships between people at work, flexibility and the ability for teamwork, initiative, taking responsibility, and ability to think of your own opinions.

#### Metode poučevanja in učenja:

- Predavanja z aktivno udeležbo študentov (razlaga snovi, pogovori, vprašanja, primeri, reševanje problemov);
- Seminarske vaje v povezavi s prakso (refleksija izkušenj, projektno delo, timsko delo, metode kritičnega mišljenja, pogovori, sporočanje povratne informacije, socialne igre, ekskurzija);
- Individualne in skupinske konzultacije (pogovori, dodatna razlaga, obravnava specifičnih vprašanj);
- Uporaba spletne učilnice oziroma drugih sodobnih IKT orodij;
- Animacija samostojnega študija in raziskovanja (motiviranje, usmerjanje, samoopazovanje, samouravnavanje, refleksija, samoocenjevanje).

#### Learning and teaching methods:

- Lectures with the active participation of students (presentation materials, interviews, questions, examples, problem solving);
- Tutorial in conjunction with the practice (reflection of experience, project work, team work, critical thinking, discussion, feedback, social games, excursion);
- Individual and group consultations (questions); interviews, additional explanation, specific question;
- Use of online classroom or other contemporary ICT tools;
- Animation of independent study and research (motivation, guidance, self-observation, self-regulation, reflection, self-assessment).

Načini ocenjevanja:	Delež (v %) / Weight (in %)	Assessment:
Načini: <ul style="list-style-type: none"> <li>• Pisni/ustni izpit</li> <li>• Empirična seminarska naloga s poročili seminarskega dela ter predstavitev naloge</li> <li>• Sodelovanje na predavanjih in vajah</li> </ul>	50 % 25 % 25 %	Types: <ul style="list-style-type: none"> <li>• Written /oral exam</li> <li>• Empirical seminar reports and presentations of project work tasks</li> <li>• Participation in Lectures and Laboratory Exercises</li> </ul>
Ocenjevalna lestvica – skladno s Pravilnikom o preverjanju in ocenjevanju znanja.		Grading is in accordance with the Faculty's evaluation Ordinance.

## Reference nosilca / Lecturer's references:

### Knjige/Books

- RASPOR, A. *Trajnostni turizem v Zahodno Balkanski regiji (Sustainable tourism in the Western Balkan region)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. NEŽIČ, M., url. *Od organizacije do kompetenc (From the organization to the competence)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. NEŽIČ, M., url. *Upravljanje organizacije in vodenje sodelavcev (Organization Management and Leadership)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. NEŽIČ, M., url. *Dolgoročni razvoj sodelavcev in podjetja (Long-term development of employees and company)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. *Teorija preobrata podjetja v krizi s študijo primera (Company in crisis turnover theory with case studies)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. *Menedžment igralniško-zabavišnega turizma: primeri in navodila iz prakse (Gambling and entertainment tourism management: examples and practical instructions)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A. *Od teorije organizacije do sistemizacije in organizacije dela (From organization theory to systemization and organization of work)*. Dolga Poljana: Perfectus, 2019.
- RASPOR, A., et al. *Strategy for fostering innovation in sustainable tourism for the Adriatic-Ionian region*. Dolga Poljana: Perfectus, 2018.
- RASPOR, A., url. *Postavitve izhodišč za razvoj turizma za starejše in gibalno ovirane osebe (Setting the starting points for the development of tourism for older and disabled people)*. Dolga Poljana: Perfectus, 2018.
- RASPOR, A. *Kako postaviti sistem inovacij v turizmu (How to set up a system of innovation in tourism)*. Dolga Poljana: Perfectus, 2018.
- RASPOR, A. *Nematerialno nagrajevanje (Nonmaterial reward)*. Dolga Poljana: Perfectus, 2018.
- RASPOR, A. *Strateško planiranje*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2018.
- RASPOR, A., LACMANOVIĆ, D., POPOVIĆ, M. *Chinese tourists in Western Balkan: facts and forecast*. Dolga Poljana: Perfectus, 2018.
- RASPOR, A., LABOVIĆ, B. D. *Dinamična sistemizacija delovnih mest*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.
- RASPOR, A. *Prepletenost motivacijskih teorij in teorij menedžmenta v sistemih nagrajevanja*. Dolga Poljana: Perfectus, Svetovanje in izobraževanje, 2017.
- RASPOR, A. *Napitnine: Orodje za povečanje učinkovitosti poslovanja podjetja*. Murska Sobotna: BoMa, 2016.
- RASPOR, A. *Kako do izboljšanja kakovosti gostinske storitve (Improving quality in the hospitality industry)*. Murska Sobotna: BoMa, 2016.
- RASPOR, A., LACMANOVIĆ, D., STRANJANČEVIĆ, A., BULATOVIĆ, I. *Chinese tourists in Slovenia and Montenegro: preferences, characteristics and trip motivation*. Vega Press, 2016.

### Članki/ Articles

- MACUH, B., RASPOR, A., SRAKA, M., KOVAČIČ, A. Media exposure and education of first to six grade children from slovenia-parent opinions. *International Journal of Cognitive Research in Science, Engineering and Education*, 2018, 6(3), str. 49-58.
- MACUH, B., RASPOR, A. Duhovna oskrba starejših v domovih za starejše (Spiritual support of elderly in homes for the elderly). *Bogoslovni vestnik: glasilo Teološke fakultete v Ljubljani*, 2018, 78(2), 641-660.
- KOVAČIČ, A., MACUH, B., RASPOR, A., SRAKA, M., ŠKABAR, M. Starši kot medijski opismenjevalci osnovnošolskih otrok prve in druge triade (Parents as media educators of primary school children of the first and second triad?). *Pedagoška obzorja: časopis za didaktiko in metodiko*, ISSN 0353-1392, 2018, letn. 33, št. 2, str. 20-37.
- BULATOVIĆ, I., STRANJANČEVIĆ, A., LACMANOVIĆ, D., RASPOR, A. Casino Business in the Context of Tourism Development (Case: Montenegro). *Social Sciences*, 2017, 6(4), 146.
- RASPOR, A. DIVJAK M. What is tipping in post-communist countries? A case study from Slovenia. *Teorija in praksa*, 2017, 54(6), 1023-1039.
- ROZMAN, T., STJEPANOVIČ, T. K., RASPOR, A. An Analysis of Web-based Document Management and Communication Tools Usage Among Project Managers. *International Journal of Human Capital and Information Technology Professionals (IJHCITP)*, 2017, 8(1), 1-24.
- KOVACIC, A., PODGORNIK, N., PRISTOV, Z., RASPOR, A. Mobbing in a Non-Profit Organisation. *Organizacija*, 2017, 50(2), 178-186.
- RASPOR, A., KOBAL, T., RODIČ, B. Chinese tourists—are they an opportunity for the Slovene and Croatian tourist industry? *Tourism and hospitality management*, 2012, 18(1), 111-125.

### Pedagoška dejavnost/ Pedagogical activity

- Pokriva predmetna področja: Turizem; Igralništvo; Trženje; Teorija organizacije; Organizacije in menedžmenta; HRM; Tehnološki razvoj v podjetništvu; / It covers subject areas: Tourism; Gambling; Marketing; Organization theory; Organization and management; HRM; Technological development in entrepreneurship.

### Delovne izkušnje/ Work experience

- 33 let, od tega 15 let na vodilnih delovnih mestih/ 33 years, including 15 years in management positions mednarodni projekti, raziskave, predavanje /International project management, research, lecture (2011- in progress).