

1 Master Degree in Human Resources Management.



erlac
www.erlac.es

FOUNDATION UNIVERSITY SCHOOL OF LABOR RELATIONS OF A CORUÑA.



Contents

| | |
|--|----|
| Forword | 4 |
| 1. INTRODUCTION | 7 |
| 2. DATA SHEET | 8 |
| Schedule | 9 |
| 3. IDENTITY SIGNS..... | 10 |
| Teaching bord | 11 |
| Practical and current subjects of the course | 11 |
| Personal growth | 11 |
| Personal attention | 13 |
| What do we expect from you? | 13 |
| 4. Course Topics | 15 |
| 1. MODULE: HUMAN FACTOR IN THE ORGANIZATION. | 15 |
| Content | 15 |
| Goals | 15 |
| 2. MODULE: HUMAN RESOURCES MANAGEMENT. | 15 |
| Content | 15 |
| Goals | 15 |
| 3. MODULE: MANAGEMENT SKILLS. | 17 |
| Content | 17 |
| Goals | 17 |
| 4. MODULE: BUSINESS SPANISH | 17 |
| Content | 17 |
| Goals | 17 |
| 5. ACADEMIC COMMITTEE OF THE MASTER AND TEACHING STAFF | 18 |
| 6. ADMISSION AND ECONOMIC CONDITIONS..... | 20 |
| Admission conditions | 20 |
| Economic conditions | 21 |
| 7. CONTACT INFORMATION | 23 |



A Coruña, March 2019

The E.U. of Labor Relations of A Coruña presents you the **Master Degree in Human Resources Management**, a program in which the serious and rigorous work of a specialized Academic Committee and the experiences transmitted by our students in the more than 50 years of the history of the School are collected.

This is a program carefully designed in terms of strategy, content and professors, and has the full ability to bring students to the current reality of the companys, in a strategic area, such as the Human Resources Management.

The **Master Degree in Human Resources Management** offers you more than **500 hours** of training to develop communication skills, leadership, negotiation, talent management, improvement of interpersonal relationships, teamwork, learning to generate and develop innovative techniques that revert to the business benefit. The objective of this dedication is to get professionals with the necessary skills to integrate and develop people within the organization, raising their level of commitment, expanding the factor of differentiation of the company and its viability. We

can not forget that companies have been immersed in a framework that is very influenced by new information technologies and where work evolves from classic individual performance to collaborative work, where interpersonal and adaptive skills are increasingly important, determining all this the direction of our training.

The human resources management of the 21st century is characterized by balancing the needs and desires of individuals and the companies for which

they provide services. This implies the presence and performance of qualified specialists in this field of knowledge, able to deploy all their knowledge in any business event, specialists such as those we have selected to train the students of this Master, **a group of experts from companys and of the University** that, for their work, are in direct contact with daily practice, directing Departments of Human Resources and exercising consulting or advisory functions at the highest level.



1. Introduction.

The current demanding, changing and global job market, demands knowledge and attitudes that allow us to adapt successfully to the new and often complex situations. Nowadays it is more true than ever that the investment made in knowledge and training is the most profitable to face these challenges.

The specialization through a master generates a competitive advantage in your academic profile compared to other candidates in a selection of personnel, being indicative of the motivation and interest to

update the own knowledge and to reach the highest levels of professional excellence.

An active attitude with regard to the planning of the own professional career and ongoing training, reveals a healthy nonconformist nature and highlights your adaptation to the current business environment context and the correct understanding of his demands. Therefore, the Master Degree in Human Resources Management will become your main ally in access to the world of business.

2. Data sheet.

Degree *Master Degree in Human Resources Management.*

| | |
|---------------------|---|
| Character: | Private title. |
| Course: | 2019-2020. |
| Directed to: | University degrees They will be considered as candidates for professionals without a university degree and with accredited professional experience in the field of Human Resources. Students of last year of degree (previous evaluation by the Master Commission). |
| Modality: | On-site (Wednesday to Friday). |
| Number of places: | 25 students. |
| Place of teaching: | Foundation University School of Labor Relations of A Coruña. |
| Start date: | October 2019. |
| End date: | June 2020. |
| Duration: | 500 hours. |
| Hours: | 9:00 am to 13:30 pm. |
| Price: | 6.400 €.- |
| Payment facilities: | Yes. |
| Language: | English. |

Schedule

| Modules | October | November | December | January | February | March | April | May | June |
|----------------------------------|---------|----------|------------|---------|----------|-------|-------|------------|------|
| Reception | | | | | | | | | |
| Human Factor in the Organization | | | Evaluation | | | | | | |
| Human Resources Management | | | | | | | | Evaluation | |
| Management Skills | | | | | | | | | |
| Business Spanish | | | Evaluation | | | | | Evaluation | |
| Master's Thesis | | | | | | | | | |

Evaluation:

The evaluation of the knowledge and competences acquired throughout the program will be carried out through theoretical-practical tests, as well as through the defense of the Final Master's Project.

3. Identity signs.

A center with 50 years of history

The E.U. of Labor Relations, officially declared of Galician General Interest, was created in 2006 in order to provide its own legal personality to the center that has been teaching in the field of social sciences since 1970. It currently has the status of a center attached to the University of A Coruña, where he teaches the Official Degree in Labor Relations and Human Resources.

Throughout these five decades the Foundation has been committed to the training of our students,

adapting at all times to the business demands and needs of their environment, echoing the important role played by labor relations and the management of people in organizations. For this reason, a significant number of current managers in all types of organizations have been trained in our center, which has also had the pride of seeing distinguished professionals with a marked teaching vocation pass through its classrooms, which in the end has been become in one of the most outstanding identity signs of the Foundation.



Teaching Board.

The teaching staff of the master's degree is designed to balance the contents of the Human Resources Management, the most innovative trends in this field and the vision of the professionals who work every day in this sector. For this we have university professors, prestigious consultants and HR managers of

leading companies and wide deployment in domestic and foreign markets.

The objective is that you are ready to join from the first day to a profession that demands a high level of commitment, dedication and permanent updating.

Practical and current subjects of the course.

The contents of the Master are organized so that, progressively, you understand the rationale of the Human Resources department in companies and acquire the knowledge and skills essential to design, adjust and optimize the human machinery of your organization with the utmost professionalism.

The first part of the program, the Human Factor in the Organization, is designed with the intention of deepening the elements of human behavior in the organization and this from a double perspective, which allows us to understand the psychological and also the social aspects, as a member of a human group. The deep understanding of both dimensions is required to face with rigor and professionalism the functions of a future manager of people.

The second part of the Master develops the key contents that you will have to handle in your day to day in front of the Department of Human Resources. This part focuses on the tasks of people management, which begins with the selection process and conti-

nues to deepen the techniques necessary to evaluate performance, establish compensation systems or develop talent, among others.

In parallel, the Business Spanish module has a double objective: on the one hand to provide students with an acceptable level of knowledge of Spanish, which may be valuable in their professional career, and, on the other hand, to acquire transversal management knowledge with potential to improve the future performance of the student. In this framework, the participants of the Master will learn, among others, project management topics or the latest advances in artificial intelligence.

Throughout the course, sessions for the development of managerial skills are inserted.

Finally, you will have to demonstrate the level of competences acquired throughout the previous modules by means of the realization, exhibition and defense of an End of Master Project (TFM) on current and real problems of our economic environment.

Personal growth.

The best knowledge only leads to professional triumph for those professionals able to relate adequately with the people around them.

In the Master's Degree in Human Resources Management we will not only work about acquiring and practicing the knowledge necessary to manage

effectively your department in any organization: we understand that in a comprehensive education it is vital that you internalize skills such as: collaborative work, decision making, leadership, creativity and innovation, communication or negotiation skills, among others.



Personal attention.

Undoubtedly, the distinctive sign par excellence of our center. The low number of admissions (25 places maximum) is intended to ensure the quality of teaching and a close and personal treatment with all professors, academics and professionals of Human Resources, who will teach in the Master. In addition, it will allow you to better know your colleagues and forge relationships that will accompany you throughout your professional life.

You will have a personalized follow-up on our part so that you feel supported in this important stage of your personal development. Throughout the course you will have individualized feedback meetings that will allow you to delve into the topics that you consider appropriate for your professional future. Our goal is that this Master is the beginning of a long and fruitful career in the world of Human Resources.

What do we expect from you?

- Commitment and availability.
- Open, critical and collaborative attitude.
- Work capacity.
- Adaptability and flexibility.
- Enthusiasm and optimism.
- Personal brand development.



4. Course Topics.

MODULE: HUMAN FACTOR IN THE ORGANIZATION.

Duration: 116 hours.

Content

1. Motivation.
2. Leadership.
3. Communication in organizations.
4. Work groups and teams.
5. Interpersonal conflicts at work.

Goals

Show that people and organizations are in a continuous and complex interaction; People spend much of their time in organizations and organizations are made up of people without whom they could not exist.

Study of people as the most valuable part of the

heritage of organizations, treating them as such, that is, endowed with characteristics of the personality, motivation, values and, in addition, considering them as a resource, with skills and knowledge capabilities. Study the internal and external factors that influence human behavior.

1

MODULE: HUMAN RESOURCES MANAGEMENT.

Duration: 134 hours.

Content

1. Human Resources and Business.
2. Recruitment and selection.
3. Performance evaluation.
4. Compensation and benefits.
5. Management and development of talent.

Goals

To deepen in the study of the business structure and its adaptation to the strategy of the company. Comprehensively understand the trajectory of people in organizations, from the incorporation

processes to the management and development of talent. Become familiar with the systems for evaluating performance and remuneration policy.

2



MODULE: MANAGEMENT SKILLS.

Duration: 96 hours.

Content

- 1. Communication.
- 2. Leadership.
- 3. Teamwork.
- 4. Decision making.
- 5. Other.

Goals

The Master aims to ensure that the integration of graduates in companies is effective and that the professional careers of their students are developed brilliantly. With this perspective, in addition to providing the practice of technical content, we

work in a double direction: making decisions and providing a wealth of managerial skills, such as leadership, communication, teamwork, motivation, negotiation ...

MODULE: BUSINESS SPANISH.

Duration: 116 hours.

Content

- 1. Strategies in human resources.
- 2. Optimization and decision making.
- 3. Corporate and talent management.
- 4. Environment and management.
- 5. Organizational effectiveness.
- 6. Innovation in digitization.
- 7. Future of the workforce.

Goals

Provide the students of the degree with enough knowledge of the Spanish language to be able to use it in their work. Know the latest trends in peo-

ple management in organizations. Deepen the latest technical and technological advances that affect people management.

5. Academic Committee of the Master and Teaching Staff.

| | |
|--|---|
| President of the Foundation E.U. of Labor Relations: | Carlos Domenech de Aspe. |
| Executive Director of ERLAC: | Jesús Vázquez Forno. |
| Director: | Mr. Guillermo Álvarez de Neyra Kappler. |
| General Coordinator: | Dr. Iván Vizcaíno Ramos. |
| Human Factor in the Organization Coordinator: | Mrs. Teresa García Muñoz. |
| Human Resources Management Coordinator: | Mr. Marcos Ramos Souto. |
| Business Spanish Coordinator: | Mr. Andy Romero Villar. |

Mr. Guillermo Álvarez de Neyra Kappler.

Degree in Law from the Universidad Autónoma of Madrid and Master in Economics and Business Management from the Institute of Advanced Studies in Business (IESE) of Barcelona. Author of numerous books and publications. With extensive previous experience in managerial positions in companies, he has been leading higher education programs in the University and Business Schools for more than 14 years and also teaching People Management.

Dr. Iván Vizcaíno Ramos.

Academic Secretary and Professor at the E.U. of Labor Relations of A Coruña. Director of the Master in Personnel Management and Management since the IV Edition. Doctor of Law from the University of A Coruña. He works as a Professor and Researcher in the area of Labor and Social Security Law. He is the author of several books and numerous scientific articles published in specialized legal journals. He also serves as Delegate for Galicia of the Agency for the Representation of Professional Soccer Players Interstar Deporte.

Mrs. Teresa García Muñoz.

Psychologist and english philologist. He has devoted a large part of his professional career to the development of the Human Resources area in multinational companies and international teams, developing projects at different levels. Psychologist and vocation educator, works as a teacher in different projects related to the development of people within the business and school environment, as well as being part of the development programs within the social and clinical health fields.

Mr. Andy Romero.

Professional in the Teaching of Vocational Training for Employment and Trainer of trainers, graduate in Human Resources and Public Relations from the University of Leeds, UK. With 15 years of experience in international markets performing teaching, administrative, commercial and team management functions. He teaches Business English at Inditex and is Head of Talent Development at CVgeek, a Digital Talent Representation and Recruitment agency.

Mr. Marcos Ramos Souto.

PERSONNEL MANAGEMENT MANAGER. ABANCA.

With the University Degrees in Law and Labor Relations, I have completed my University Education with Master's Degree in Occupational Safety and Health Prevention and a Post-graduate Degree in Human Resources. I am professionally certified as a Senior Professional in Human Resources-International (SPHRi), Project Management Professional (PMP) and SAP Application Associate. I was in Abanca since 2006, and before I was Senior Consultant as a SAP Specialist in Human Resources Area in TecnoCom.

Mrs. Pamela Seoane Roca.

More than ten years working in the management of people in companies of different sectors (ICT, Tourism, Consulting), nationally and internationally and performing functions in the areas of selection, training, development, personnel management, labor relations, prevention of occupational risks, communication and organization. Knowledge and experience in global coordination, on-site and remote team management. Experience in teaching, lectures and presentations. Member of the EXECUTIVAS DE GALICIA Association and AEDIPE.

Mrs. Montserrat Abella Castro.

Law degree from the University of Barcelona. Master's Degree in Human Resources Management from EAE Business School, and Master's Degree in Coaching, from the European Institute of Coaching. He is also a Senior Technician in Occupational Risk Prevention, and has 20 years of experience in the field of Human Resources and Personnel Administration, performing functions in these Areas, in different Companies. Currently and for 13 years, she is the Human Resources Director of Grupo El Progreso.

D. Diego López Lagares.

With more than 10 years of experience and recognized with the national award of Young Talent in HR by AEDIPE, has enjoyed international experiences and participated in top level projects: from the launch of the largest and more eco-efficient production plant of Coca-Cola products in Brazil, to merges, acquisitions and cultural integration of more than 3000 employees. Currently HRBP in GEFCO and collaborator in different Universities and Business Schools, his greatest interest lies in investigation and innovation in Human Resources.

Mr. José Ortuño Vilurbina.

Vicechairman of Galician AWOP (Association of Work & Organizational Psychology), and Talent and Learning Manager at Repsol (A Coruña). He holds a Ph.D. in Social Psychology, a Master's Degree in Occupational Risk Prevention, a Master's Degree in Graphology and a Master's Degree in Human Resources Management.

Ms. Mercedes Vázquez.

Law degree, she has broadened her studies in Human Resources Management and is AMP of ESADE and Wharton University. He has a wide professional trajectory in the business world, which has been progressively focused on the area of Human Resources Management in both small and multinational companies.

In Human Resources has directed a large volume of people covering all areas, Communication, Labor Relations, Selection and Training of personnel and Administration, with management of implementation processes, growth plans, and staff adaptation processes, participating in articles and talks about it throughout his career. Member of the Foundation for Financial Innovation and the Digital Economy.

Mr. Ignacio Revuelta Olmeda.

HEAD OF TALENT. ABANCA.

With the Bachelor of Business Administration (B.B.A.), Human Resources Management/ Personal Administration, General, and the Bachelor of Laws (LL.B.), Business Administration and Management, General at Universidad Pontificia de Comillas, I am leading projects in Human Resources Area since 1995. I have occupied positions as Leader of Organization Development, Change Management, Business Process Outsourcing (SAP/HR) and Human Resources Areas for major multinational companies in Spain and other European countries. The last 3 years before landing in Abanca, I was Director of People Services in KPMG España.

Ms. Marina Rodríguez Aller.

HR MANAGER SUM TALK AND MANAGEMENT OF THE CORPORATE DEVELOPEMENT, SELECTION AND TRAINING AREA OF HR. GRUPO SUM.

Having dedicated more than twelve years to build up my career in the HR Area, I have held executive positions for the last 14 years. With the Degree in Law, I developed my specialization with two Master's Degree (about "Human Resources Management" and "Senior Occupational Risk Prevention Technician") and two Degrees of University Specialist (in "Management and Management of Work Equipment" and "Psychology of Organizations").

6. Admission and economic conditions.

Admission conditions.

Required studies: University degree.

Applications from professionals without a university degree but with extensive professional experience in the Master's field will be considered.

Languages: The master's degree is taught in English.

Economic conditions.

The price of the **Master Degree in Human Resources Management** amounts to € 6,400, which must be paid by one of the following payment methods:

- **Formalization of pre-registration and registration: Single payment** of € 6,400 in the 10 days following the notification of admission.

- Formalization of pre-registration and registration: Payment in installments

The E.U Foundation for Labor Relations of A Coruña places special payment conditions at the disposal of those interested in the Master. In this case, upon request of the interested party and approval by the CAM, the total amount of the Master will be split into the following amounts, which must be paid through direct debit on the due dates provided in the contract to be signed. effect and that as a guide here are presented.

Concepts, Period of payment and Amount

Pre-registration It will be formalized within 10 days after the notification of your admission. € 1,000.-

First term of enrollment: At the time of formalization of registration.

Deadline: Until July 15: € 1,560 .-

2nd Registration period:

Deadline: Until September 30: € 2,240 .-

3rd enrollment period:

Deadline: Until February 28: € 1,600 .-

- Late registration

Late registrations will be accepted as long as places are available. This possibility will be open in the period from July 16 to September 30. Late registration carries a surcharge of 15% of the amount.

Late registration in single payment: € 7,360 .-

Late registration in two installments:

1st registration period:

At the time of registration: € 5,760 .-

2nd registration period:

Until February 28: € 1,600 .-

Payments will be made by bank transfer.

7. Contact information.



FUNDACIÓN E.U. DE RELACIONES LABORALES DE A CORUÑA

C/ Leopoldo Alas Clarín, s/n

15008 A Coruña

Tel. 981 24 80 80

Fax. 981 24 13 61

Email: orienta@rrll.udc.es

Web: www.erlac.es



er**lac**
www.erlac.es

FOUNDATION UNIVERSITY SCHOOL OF LABOR RELATIONS OF A CORUÑA.