UNIVERSIDADE LUSÍADA
LISBOA

Course Unit Program
Career Guidance

Academic Year 2023/2024

1. Organic Unit

Faculty of Business and Economic Sciences

2. Course

Human Resource Management

3. Cycle

1st

4. Course Unit

Career Guidance (11324)

5. Scientific Area

6. Curricular Year

3rd

7. Type of Curricular Unit / Semester

1st Semester

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8. Class type and workload (work time)

Theoretical classes:	
Practical classes:	
Theoretical-Practical Classes	30,00
Tutorial Guidance:	20,00

9. ECTS Credits

6,00

10. Scientific Area Coordinator

11. Regent

Prof. Doutor RUBEN JOSÉ DE ALMEIDA MARTINS RAPOSO

12. Assistants

13. Teaching Language

Portuguese

14. General Objectives

.Transmit to the students,knowledge that allows them to position career management,in the context of the integrated Human Resources management system.
.Frame the career management model of an Organization as an enhancer of employee development and the evolution and growth of the business.
.Contextualize the role of the career management model in the sucess of the employer of each and every organization.

15. Specific Objectives

-Define the concept of Career Management,in an organizational context.
-Reflect on the main pillars of building a career in the current context.
-Discuss the main concepts that frame the skills management.
-Acquire an integrated view of skills management from two points of view. The first point of view is of the company,in relation to its strategic objectives.The second is the point of the individual,in relation to work and his career.
-Analyse the technical models of career management.

16. Skills to be acquired

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Develop:
.ability to recognize the role of Human Resources teams in career management,
.knowledge about the general principles of career management and their models,
.ability to distinguish different career models,
.ability to structure a sucession plan and a career plan,
.knowledge about the relationship between career progression and the themes of performance appraisal and retention.

17. Teaching Methodology

Group work with presentation and discussion in class.
Oral Intervention in classes and students attendance.

18. Course Unit Program

1. The current context,the concept of career management and the role of human resources teams.
2. The concept of skills and their relevance in career management.
3.The classic model of progressioncareer and its derivatives.
4.Career management,potential assessment and mobility
5.Careers based on job evaluation and careers based on skills.

6.The identification of talent and its relationship with career management.
7.The construction of career plans.
8.Preparation of sucession plans.
9.The several steps of a career and their impacts.
10. The implementation of career plans.
11.Career progression as a reward and your relationship with the employer.
12.Retention and disengagement policy.

19. Assessment Methods

The evaluation of this curricular unit will be based on the Regulations of the Lusiada University.

20. Didactic Resources

-Computer
-Projector
-Power-point
-Publications in the Library and Media Library.

21. Sustainability Objectives

The Sustainable Developments Goals:SDG4,SDG8.

22. Keywords

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-Career
-CareerModels
-Sucession Plan
-Progression
-fringe benefits
-skills

23. Main Bibliography

Author(s): ALASSIANO, M., & COSTA, I. S.
Title: Gestão de carreiras: dilemas e perspectivas.
Edition: Year: 2006
Local: São Paulo
Publisher: Atlas

Author(s): Greenhaus, J. H., Callanan, G. A., & Godshalk, V. M.
Title: Career management.
Edition: Year: 2010
Local:
Publisher: Sage

Author(s): Greenhaus, J. H., Callanan, G. A., & Godshalk, V. M.
Title: Career management for life.
Edition: Year: 2018
Local:
Publisher: Routledge

24. Complementary Bibliography

Author(s): Caetano, A., & Vala, J.
Title: Gestão de recursos humanos: contextos, processos e técnicas.
Edition: Year: 2007
Local: Lisboa
Publisher: Editora RH

Author(s): Neves JD, Garrido M, Simões E.
Title: Manual de competências pessoais, interpessoais e instrumentais: teoria e prática.
Edition: Year: 2015
Local: Lisboa
Publisher: Edições Sílabo

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Ficha técnica MIP / MIP Datasheet	
Título / Title	Course Unit Program 'GESTÃO DE CARREIRAS': Academic Year 2023/2024
Autor / Author	Prof. Doutor RUBEN JOSÉ DE ALMEIDA MARTINS RAPOSO
Classificação / Classification	-
Descritores / Descriptors	-
Colaborador(es) / Colaborator(s)	-
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