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Course Unit Program  
Career Guidance

Academic Year 2026/2027

**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 succession 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 progression career 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 succession 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 Lusíada University.

### 20. Didactic Resources

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

### 21. Sustainability Objectives

The following Sustainable Development Goals (SDGs) are addressed: SDG 4 and SDG 8.

SDG 4 - Quality Education: to foster critical thinking and an understanding of contemporary organisational models;

SDG 8 - Decent Work and Economic Growth: to understand the fundamentals of organisational behaviour and people management.



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## 22. Keywords

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



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### 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  
ISBN Code:

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

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

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### 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  
ISBN Code:

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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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