



UNIVERSITÀ DEGLI STUDI DI PALERMO

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| DEPARTMENT | Scienze Psicologiche, Pedagogiche, dell'Esercizio Fisico e della Formazione | | |
| ACADEMIC YEAR | 2017/2018 | | |
| MASTER'S DEGREE (MSC) | SOCIAL, OCCUPATIONAL AND ORGANISATION PSYCHOLOGY | | |
| INTEGRATED COURSE | OCCUPATIONAL PSYCHOLOGY TOOLS - WORKSHOP | | |
| CODE | 19279 | | |
| MODULES | Yes | | |
| NUMBER OF MODULES | 2 | | |
| SCIENTIFIC SECTOR(S) | M-PSI/06 | | |
| HEAD PROFESSOR(S) | PACE FRANCESCO | Professore Associato | Univ. di PALERMO |
| OTHER PROFESSOR(S) | DI STEFANO GIOVANNI | Professore Associato | Univ. di PALERMO |
| | PACE FRANCESCO | Professore Associato | Univ. di PALERMO |
| CREDITS | 12 | | |
| PROPAEDEUTICAL SUBJECTS | | | |
| MUTUALIZATION | | | |
| YEAR | 2 | | |
| TERM (SEMESTER) | 2° semester | | |
| ATTENDANCE | Not mandatory | | |
| EVALUATION | Out of 30 | | |
| TEACHER OFFICE HOURS | <p>DI STEFANO GIOVANNI Tuesday 11:00 13:00 Presso lo studio del docente (Viale delle Scienze, Ed. 15, VI piano, stanza 012); in relazione a situazioni ed esigenze specifiche, potrà essere utilizzata la piattaforma Microsoft Teams</p> <p>PACE FRANCESCO Thursday 12:00 14:00 Il ricevimento si terrà presso il Dipartimento SEAS (Economia, Ed. 13). Sarà possibile svolgerlo attraverso la piattaforma telematica "Teams" (tale richiesta va precisata all'atto della prenotazione). A tutti i prenotati (in presenza o a distanza) sarà comunicato per mail, il giorno precedente, l'orario in cui saranno ricevuti. Sarà strettamente seguito l'ordine di prenotazione.</p> | | |

DOCENTE: Prof. FRANCESCO PACE

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| PREREQUISITES | Social psychology; Work & Organizational Psychology |
| LEARNING OUTCOMES | <p>Knowledge and understanding Knowing the main variables implied in planning, managing and concluding processes of personnel selection, development and training in organizational contexts. Promote awareness of subjective and institutional implications in planning, managing and concluding processes of personnel selection, development and training.</p> <p>Applying knowledge and understanding Applying and modulating theoretical knowledge according to the different professional backgrounds and the individual, group and institutional intervention levels.</p> <p>Making judgments Being able to assess the implications and social, ethical and professional responsibilities in managing processes of personnel selection, development and training.</p> <p>Communication Knowing how to use the correct communication channels, modulating them according to the different parties involved (direct beneficiaries, stakeholders, organizational representatives, client) and different objectives.</p> <p>Lifelong learning skills Developing the ability to discern references consistent with the aims of the course and appropriate with his/her own study and professional interests.</p> |
| ASSESSMENT METHODS | Evaluations emerging from the exercises and the workshop activities |
| TEACHING METHODS | Lessons, workshop and experiential training |

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| <p>MODULE PERSONNEL SELECTION TOOLS - WORKSHOP <i>Prof. FRANCESCO PACE</i></p> | |
| SUGGESTED BIBLIOGRAPHY | |
| Cortese - Del Carlo. LA SELEZIONE DEL PERSONALE. DALLA RICERCA ALL'INSERIMENTO IN AZIENDA: COME SCEGLIERE IL CANDIDATO MIGLIORE. Cortina Editore | |
| AMBIT | 20969-Attività formative affini o integrative |
| INDIVIDUAL STUDY (Hrs) | 110 |
| COURSE ACTIVITY (Hrs) | 40 |
| EDUCATIONAL OBJECTIVES OF THE MODULE | |
| The workshop aims to enable the student to become familiar with the concepts, tools, and specific methods in use in the staff selection processes; also it aims to enable students to master the essential aspects that characterize the selection procedures, with particular attention to the psychological aspects related to them, trying to promote the integration of these methodologies with the general principles that govern the relationship between individuals and organizations, in the general view of organizational well-being. Will be handled issues related to the implementation of a job analysis; will be treated interview techniques, group techniques, psychological tests, in-basket activities, etc. It will be finally given attention to personnel insertion procedures in organizations. | |

SYLLABUS

| Hrs | Frontal teaching |
|-----|---|
| 4 | History and methods in personnel selection |
| 4 | Personal selection and human resources policies |
| 2 | Staff placement |
| Hrs | Workshops |
| 8 | Job Analysis |
| 6 | Psychological tests in personnel selection |
| 8 | Group assessment methods |
| 8 | Selection interviews |

**MODULE
EDUCATIONAL PSYCHOLOGY WORKSHOP**

Prof. GIOVANNI DI STEFANO

SUGGESTED BIBLIOGRAPHY

Bulgarelli, A., Barbaro, R., Di Lieto, G., Francischelli, E., Premutico, D., & Richini, P. (2012). Strumenti per la formazione esperienziale dei manager. Roma: ISFOL.
 Boldizzoni, D., & Nacamulli, R. C. D. (2011). Oltre l'aula: Strategie di formazione nella società della conoscenza (2a ed.). Milano: Apogeo.
 Carli, R., & Panizza, R. M. (1999). Psicologia della formazione. Bologna: Il Mulino.
 Fraccaroli, F. (2007). Apprendimento e formazione nelle organizzazioni. Bologna: Il Mulino.
 Kirkpatrick, D. L., & Kirkpatrick, J. D. (2006). Evaluating training programs: The four levels (3rd ed.). San Francisco, CA: Berrett-Koehler.
 Kraiger, K., Passmore, J., dos Santos, N. R., & Malvezzi, S. (2015). The Wiley Blackwell handbook of the psychology of training, development and performance improvement. Chichester, England: Wiley.

Dizionari di consultazione:

Dictionaries:

Quaglino, G. P. (Ed.) (2014). Formazione: I metodi. Milano: Cortina.

Barus-Michel, J., Enriquez, E., & Levy, A. (2003). Dizionario di psicopsicologia. Trad. it. Milano: Cortina, 2005.

Altri testi potranno essere suggeriti dal docente nel corso delle lezioni.

Other books and articles may be suggested by the teacher during lessons.

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EDUCATIONAL OBJECTIVES OF THE MODULE

The course aims to provide students with the basic knowledge and skills of the psychology of training process from a psycho-social perspective.

Starting from the analysis of the educational/training process, it will be defined the role and the competencies of the trainer from a psychological / psycho-social point of view, deepening the themes of demand analysis and training needs analysis, the training planning, the classroom dynamics management, the evaluation of the training action.

Consistent with such purposes, the course has the following essential objectives:

- Stimulate the ability to read and operationally use the information from the client and the users of a training process (multi-level demand analysis);
- Trainee to projecting training processes;
- Enrich the knowledge of the basic elements of classroom dynamics and the management of training/educational debriefing;
- To know the main methodologies and techniques of providing training in different organizational contexts;
- Gain awareness of subjective and institutional implications in building and managing the training processes.

Wide space will be devoted to training methods and techniques (front lesson, leaderless group discussion, simulation, business game, role play, outdoor training).

SYLLABUS

| Hrs | Frontal teaching |
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| 5 | Project training process - Demand analysis - Need analysis - Planning of training intervention |
| 5 | Training activities: - Realization of material and documents - Training contents management |
| 5 | Learners' management - Monitoring intra- and inter-group dynamics - The institutional and organizational dynamics |
| 5 | Evaluate training - Evaluating processes of training - Evaluating outcomes of training |
| Hrs | Practice |
| 6 | Case studies - Demand analysis - Planning training programs |
| 6 | Simulations - Public speaking - Classroom management |
| 8 | Indoor/Outdoor training - Experiential training |