



UNIVERSITÀ DEGLI STUDI DI PALERMO

DEPARTMENT	Scienze Psicologiche, Pedagogiche, dell'Esercizio Fisico e della Formazione		
ACADEMIC YEAR	2021/2022		
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

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

<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

Richini, P. (Ed.) (2012). Strumenti per la formazione esperienziale dei manager. Roma: ISFOL. ISSN 1590-0002
 Carli, R., & Panizza, R. M. (1999). Psicologia della formazione. Bologna: Il Mulino. ISBN 9788815068026
 Fraccaroli, F. (2007). Apprendimento e formazione nelle organizzazioni. Bologna: Il Mulino. ISBN 9788815116307
 Kirkpatrick, D. L., & Kirkpatrick, J. D. (2006). Evaluating training programs: The four levels (3rd ed.). San Francisco, CA: Berrett-Koehler. ISBN 9781442955844
 Kolb, D. A. (2015). Experiential learning: Experience as the source of learning and development (2nd ed.). Saddle River, NJ: Pearson. ISBN 9780133892512

Dizionari di consultazione:

Dictionaries:

Quaglino, G. P. (Ed.) (2014). Formazione: I metodi. Milano: Cortina. ISBN 9788860306791
 Barus-Michel, J., Enriquez, E., & Levy, A. (2003). Dizionario di psicopsicologia. Trad. it. Milano: Cortina, 2005. ISBN 9788870789386

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

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

AMBIT	20969-Attività formative affini o integrative 50471-Psicologia sociale e del lavoro
INDIVIDUAL STUDY (Hrs)	110
COURSE ACTIVITY (Hrs)	40

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, experiential group dynamics, simulation, small techniques, business game, facilitation, role play, outdoor training).

SYLLABUS

Hrs	Frontal teaching
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