

MGT3204 Human Resources Management

Code

MGT3204

Title

Human Resources Management

Prerequisites

MGT3001

Credits

3

Description

The purpose of the course is to introduce foundational concepts of human resources management and acquaint with major functions of human resource management within the organizational context in rapidly changing environment.

Outcomes

Upon successful completion of this course, students will be able to: define foundational HRM concepts, purpose, functions and processes identify and discuss relationship between organizational efficiency and employee performance determine and adequately apply obtained knowledge and skills in problem solving of studied issues related to the area of human resources management in any organization

Assessment

60 % -first and second assessments

40 % -final assessment

Tentative course outline**Week1**

Introduction to the course

Week2

Chapter 1: Introduction to HRM. The manager's HRM jobs, crucial global and competitive trends, how managers use technology and modern HRM systems to create high-performance work systems.

Week3

Chapter 17: Managing Global Human Resources. The growing importance of IB, and HR's role in managing the personnel side of multinational operations.

Week4

Chapter 3: Strategic HRM and the HR Scorecard. What is strategic planning; high-performance work systems; strategic HR; the HR Scorecard.

Week5

Chapter 4: Job Analysis. How to analyze a job; how to determine the HR requirements of the job, as well as its specific duties and responsibilities.

Week6

Chapter 5: Personnel Planning and Recruiting. HR planning and planning systems; determining what sorts of people need to be hired; recruiting them.

Week7

Student's presentations: Groups 1, 2, 3

Week8

Student's presentations: Groups 4, 5, 6

Week9

Chapter 6: Employee Testing and Selection. Techniques you can use to ensure that you're hiring the right people.

Week10

Chapter 7: Interviewing Candidates. How to interview candidates to help ensure that you hire the right person for the right job.

Week11

Chapter 8: Training and Developing Employees. Providing the training necessary to ensure that your employees have the knowledge and skills needed to accomplish their tasks; concepts and techniques for developing more capable employees, managers, and organizations.

Week12

Chapter 9: Performance Management and Appraisal. Techniques for appraising performance and for linking performance with the organization's goals.

Week13

Chapter 10: Managing Careers. Techniques such as career planning and promotion from within that firms use to help ensure employees can

achieve their potential.

Week14

Student's presentations: Groups 4, 5, 6

Week15

"Chapter 11: Establishing Strategic Pay Plans. How to develop equitable pay plans for your employees. Chapter 12: Pay-for-Performance and financial Incentives. Pay-for-performance plans such as financial incentives, merit pay, and incentives to help tie performance to pay. Chapter 13: Benefits and Services. Providing benefits that make it clear the firm views its employees as long-term investments and is concerned with their welfare. Chapter 14: Ethics, Justice, and Fair Treatment in HRM. Ensuring ethical and fair treatment through discipline, grievance, and career management processes."