

HRM-521: Human Resource Management

The purpose of this course is to help students acquire the specific knowledge, skills, and abilities associated with human resource management so they are actually prepared to perform the essential functions that human resource professionals are expected to perform. Participants will get the knowledge about the designing of jobs, organizational structuring, planning for HR, recruiting and selecting the best candidates, training & developing employees, measuring employee performance, reward and compensation systems, Building employee relations and ensuring legal requirements for employment.

Students will learn practical skills in all functions of HRM and review how these functions are being applied in various organizations.

Course Contents:

- Concepts of human resource management; Human resource challenges; Human resource functions; Philosophical approaches to human resource management
- Job design and analysis: An overview of Job design; Techniques of job design; Job analysis; Collection of job information; Applications of job analysis information
- Human resources planning & recruitment: Significance of human resource planning; The planning process; The implementation of program; Recruitment & selection policy issues; Source of recruitment; Selection process & procedure; Evaluation of human resource planning & recruitment
- Career planning & development: Promotion; Demotion; Separation
- Training and development: Significance of training & development; Principles of training & development; Training & development methods; Evaluation of training & development
- Motivation and Reward System: Concept of motivation; Reward systems; Motivation through job design; Motivation through employee participation; Other motivation techniques
- Performance appraisal: appraisal – Definition and applications; Basic consideration in appraisal; Appraisal methods; Legal issues for appraisal; Appraisal challenges
- Compensation and services: Objectives/Rationale of Financial compensation; Challenges affecting compensation; Wage criteria; Policy and principles; Job evaluation and its system; Compensation for administrators & professionals; Financial benefits and other services
- Discipline: Concepts of discipline; Preventive & corrective discipline; Negative & positive approach; Administration of disciplinary action; Grievance handling

Text Books:

- Human Resource & Personnel: William B. Werther & Keith Davis, McGraw Hill
- Human Resource Management: Bernardin & Russell, McGraw Hill
- Organizational Behavior: Fred Luthans: McGraw Hill
- Organizational Behavior: Robert Kreitner & Angelokinicki, IRWIN