Course Name: Human Resource Mgt

Course Code: HRM302
Semester: 2nd
Credit Hour: 03
Total Weeks: 16 – 18
Total Hour: 48 – 54

Week 1
INTRODUCTION HRM.
- Purpose of HRM
- Objectives of HRM
- Essentials of management

Week 2
- HRM Activities
- HRM areas
- Case studies

Week 3
- Motivation process
- Model of motivation
- Job design

Week 4
HUMAN RESOURCE PLANNING
- Demand for Human Resources
- Causes of Demand
- Forecasting Techniques
- Human Resource Requirements

Week 5
SUPPLY OF HUMAN RESOURCE
- Estimates of Internal Supply
- HR Audits
- Succession Planning
- Replacement Charts and Summaries

ESTIMATES OF EXTERNAL SUPPLY
- External Needs
- Labor Market Analysis

Week 6
- Job analysis and methods
- Purpose of job analysis
- Case study

Week 7
RECRUITMENT
- Recruitment Constraints of Challenges
- Internal Recruitment of Channels
- External Recruitment Channels

Week 8
SELECTION
- Procedure
- Selection Procedure / Steps
- Preliminary Reception
- Employment Tests
- Selection Interviews
- References and Backgrounds

Week 9
- Medical Examination
- Job offer
- Realistic Jobs Preview
- Case study

Week 10
TRAINING AND DEVELOPMENT
- Socialization process
- Orientation
- Training approaches

Week 11
- Employed development
- Methods
- Case study

Week 12
- Organizational development
- OD methods
- Evaluating, training and development effectiveness

Week 13 & 14
- Elements of performance appraisal System
- Performance appraisal challenges
- Past and future oriented performance appraisal methods

Week 15 & 16
HRM & EMPLOYEES RELATIONSHIPS
- Appraisal errors
- Wages and Salaries
- Incentives
- Benefits and Services

TEXT BOOKS
1. Human Resource Management by R. Decenzo

REFERENCE BOOKS
2. Human Resource Management by Keith Davis