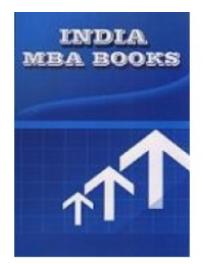
# HUMAN RESOURCE MANAGEMENT



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#### HUMAN RESOURCE MANAGEMENT

MBA, Semester – Unit

# Contents

## Sessions

1

Introduction to HRM and Framework: Nature of HRM, Scope of HRM, HRM – Functions and Objectives.

HRM: Policies and Practices.

SHRM: Nature of SHRM, Global Competitiveness and Strategic HR, Linkage of Organisational and HR Strategies.

SHRM Models: The Integrated System Model, Devanna et al., – Strategic Human Resource Management "Matching Model".

2

HR Procurement:

2.1 Human Resource Planning - Job Analysis, Job Design: Writing job description, introduction, and factors affecting job design, Job characteristics model (Hackman and Oldham, 1976) of effective job and job satisfaction, The need of man power planning, What is Human Resource Planning, Definition, objectives, importance, benefits, the process of human resource planning, Preparing manpower inventory (Supply Forecasting)

2.2 Recruitment & Selection - Strategic approach to recruitment, Labour markets and recruitment, Recruiting and diversity considerations, Employment advertising, Recruiting Diverse workers, Recruiting Source choices: internal vs. external, Introduction to selection process, Selection procedure.

2.3 Career Planning: Succession Planning.

3

Training and Development: Employee Training and Development Nature of training, Training process, Training needs assessment, Training evaluation, Training design, Implementing training programs (Training methods), Implementing management development programs. Employee Appraisal & Compensation: Performance - Definition, Why to measure performance, Use of performance data, measurement process, Performance feedback, Performance Appraisal Methods, Compensation - concept, Traditional approach, current trends in compensation, Linking compensation with performance - Advantages & Problems, Team based Incentives.

5

Managing Employee Relations: Concept, Importance, Organizational Entry, employee Status, Flexible Work arrangement, Employee Surveys, Handbooks, Violations of Policy/ Discipline, Industrial Relations & Disputes, Grievance Procedure, Termination, Resignation, downsizing, Lay off Retirement, Organizational Exit.

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