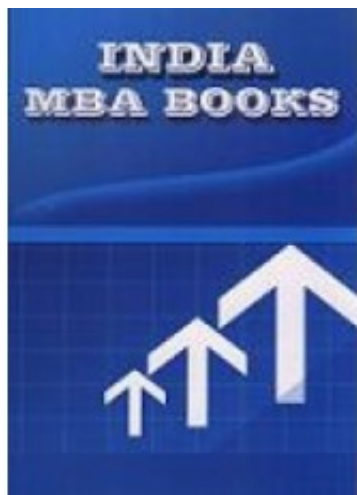


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PREVIEW OF CHAPTERS SYLLABUS

HUMAN RESOURCE MANAGEMENT

Content

- 1 Introduction to Human Resource Management, Evolution of HRM, Objectives and Functions, HRM Policies, HR as a source of competitive advantage, Strategic HRM, e- HRM.**
- 2 Human Resource Planning – HRP Process, Human Resource Information System (HRIS), Job analysis, job design & redesign, job carving, de – jobbing.**
- 3 Recruitment & Selection: sources of recruitment, e –recruitment, alternatives to recruitment, Process of selection, Modern selection tools, Types of interviews, Induction / on boarding, Placement**
- 4 Training and Development - Concept and Need, T & D Process, Training need Identification, Methods of Training, Designing T&D Programme, Outsourcing training. Executive development programme. Evaluation of training & developmental programmes**
- 5 Performance management system: Its components, Essentials of effective Performance management system, Methods and techniques of Performance Appraisal, Potential appraisal.**
- 6 Compensation Management : components of Employee remuneration, Devising a remuneration plan, Job evaluation, Paying a diverse workforce: cafeteria types pay plans, Performance based pay : Individual & Team incentives. Modern methods of gain sharing**
- 7 Human resource Development: Concept, scope, need & objectives. HRD framework: Techniques, outcomes. Career planning and development, Quality of mWork Life , Employee empowerment participation in management, Employee retention: Factors leading to turnover , employee retention strategies**
- 8 Industrial Relations: Dunlop's Model, Evolution Trade unions , causes of industrial dispute , Dispute Resolution mechanism, grievance handling, collective bargaining**
- 9 Employee Health and Safety Management: the statutory & voluntary measures, Social security measures**
- 10 Global HRM: Global staffing strategies, Managing a diverse workforce,**

Predeparture training, expatriate repatriation, role of HRM in Mergers & acquisitions across the globe.

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