

HUMAN RESOURCE MANAGEMENT



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Description

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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.

4

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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