

# **INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

## **COURSE DESCRIPTION**

This course is basically designed to provide students the basic understanding of key HRM functions, which include HR planning, recruitment & selection, compensation, performance evaluation, and training & development. Since human resource provides a competitive advantage that ultimately has a vital role in success and effectiveness of any organization, this course emphasizes on the understanding of the basic concepts of managing human resource and their applications in today's organizations. The course is designed to help the students understand if western human resource management theories and practices have any relevance to the local settings. The course will also discuss the Islamic perspective of managing human resource. It will shed light on the basic tenets of human resource management given by Qura'n and Sunnah. The students will also be encouraged to compare and contrast the human resource practices suggested in their text books and the practices critical for achieving success from indigenous perspective.

## **INDENTED LEARNING OUTCOMES**

At the end of this course, students should be able to:

1. Demonstrate an in-depth knowledge of the activities and decisions that inform the employment relationship and management including recruitment, selection, training, health and safety, employment laws, motivation, and productivity of employees.
2. Understand the relevance of the HRM theories and practices, developed in Western settings, in indigenous cultures.
3. Develop and design different forms and memos for recruitment, selection, TNA and performance appraisal of employees.
4. Understand the Islamic perspective of managing human resource.
5. Demonstrate and assess leadership in a professional context, by selecting and appraising appropriate styles for situations, and contributing and discussing relevant expertise, liaising with and assessing professional colleagues, and managing and evaluating a supporting team.
6. Identify and discuss ethical implications of situations and decisions, and develop appropriate professional stances.
7. Participate in selection of personnel using psychometric assessment techniques.
8. Conduct internal research on HR-related problems at work, and communicate

results effectively to colleagues and peers.

9. Understand the difference between HRM theories, their relevance and application from indigenous context.

## COURSE CONTENT

<b>Week 01</b>	<b>Introduction</b> Meeting present human resource requirements What is HRM
<b>Week 02</b>	Emerging Human resource management challenges. Trends in HRM Global vs local HRM practices
<b>Week 03</b>	Conducting Job analysis. HR Planning
<b>Week 04</b>	Job Description human resource Job Specification
<b>Week 05</b>	Recruiting and selecting employees Recruitment techniques
<b>Week 06</b>	Sources of recruitment Selection tests and Interviewing techniques
<b>Week 07</b>	<b>Employee development</b> Performance appraisals Performance management Training and development
<b>Week 08</b>	<b>MID-TERM EXAMINATION</b>
<b>Week 09</b>	Types of training Technique of training
<b>Week 10</b>	Career growth Project Description and discussion
<b>Week 11</b>	<b>Compensations</b> Managing compensation
<b>Week 12</b>	Rewarding performance Pay for Performance
<b>Week 13</b>	Employee testing and selection
<b>Week 14</b>	Equal Opportunity and the Law

<b>Week 15</b>	Project Presentations
<b>Week 16</b>	Conclusion Session

## **RECOMMENDED BOOKS**

2. *INTRODUCTION TO HUMAN RESOURCE MANAGEMENT BY (Muo Charles)*  
*Human Resource management by Garry Dessler.*