

WELCOME

Welcome to Human Resource Management. The purpose of a study guide is to help you synthesise and summarise key concepts for Human Resource Management and organise your studies. You might think of your study guide as a mini outline of the core information required in this field. The primary advantage of this study guide is that it focuses on key information and activities to be learned.

This study guide is organized in different sessions that review the material covered within these sessions of HRM. It is presented by topic rather than by strand or standard. The more you understand about the topics in each session, the greater your chances of getting a good grade on this course.

SUGGESTED STEPS FOR STUDYING THIS COURSE

Familiarize yourself with the structure and purpose of the study guide. A blended-learning approach is used in this course to integrate technology into the overall course content while you are learning through the use of various active learning tools. Each week you are required to complete reading pre-session materials. Take a few minutes to look through the rest of the Course Outline to become familiar with how it is arranged. Effective study skills for preparing for this course can be divided into three categories:

1. Time Management
2. Active Participation
3. Knowledge Review

Time Management

Do you have a study plan? Often students have good intentions for studying, but without a well organised study plan, many students fall short of their goals. Here are some strategies to consider when developing your study plan:

Set realistic goals for what you want to accomplish during each study session and chart your progress. Be consistent. Establish a routine that works for you and stick to it. For each study session, build in time to review what you learned in your previous session.

You don't want to waste your study time searching for materials and debating what and how to study. Organise your learning by preparing for each session and completing each week's activities. In order to have a productive study session you must conduct prior each session all the suggested readings, watch and/or listen each week's lecture and complete the prescribed activities.

Active Participation

From experience, students who actively study will learn and retain information longer. Active studying also helps you stay more alert and be more productive while learning new information. What is active studying? It can be anything that gets you to interact with the material you are studying. Here are a few suggestions:

Carefully read the information and then DO something with it. Mark the important points with a highlighter, circle it with a pen, write notes on it, or summarize the information in your own words.

Ask questions. As you study, questions often come into your mind. Write them down and actively seek the answers on each week's workshop session.

Knowledge Review

Besides enlarging your knowledge about the topic, reviewing and completing each week's material (i.e. core concepts, key definitions and other assigned activities) will establish a solid understanding of how the key areas of HRM do integrate and forms the bases of this discipline.

At the end of each week, go through your notes and complete the activities to ensure you understand the content. Rewrite any concepts using your own interpretation if they are too complex and make a summary notes on the important concepts learned. In particular, look at how the material covered relates to the course as a whole and how this builds into your final assessments. All of these play an important role in your active online learning plan. Here are some strategies to consider when revising each week's topic and learning outcome:

- Condense course material into smaller amounts of information that are easier to remember. It is useful to identify key concepts and HRM concepts that will assist you in preparing for your examination and other assessments.

- Visualize, understand, and establish relationships among key concepts and ideas.
- Reflect on day-to-day cases/situations and apply your knowledge to "real world" situations.

I hope you find that learning journey interesting, enjoyable and rewarding.

Regards,

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