

**MODULE: MANAGING HUMAN RESOURCES**

**CODE: BAAF-2-1-09**

**Stage: II**

**Number of Credits: 4 semester credits / 6 quarter units**

**Theme: Management**

**Assessment Weighting: Course Work 30% Examination 70%**

## **INTRODUCTION**

This module provides students with an in-depth understanding of the major human resource issues involved in managing a workforce in business organisation. The module explores the relationship between an organisations strategy, its culture and its HRM policies and procedures.

## **SYLLABUS**

### **THE NATURE OF HUMAN RESOURCE MANAGEMENT**

- Introduction
- History of personnel management
- Personnel role in the organisation
- Strategy, policy and practice in personnel management

### **BUSINESS STRATEGY; PERSONNEL MANAGEMENT AND HUMAN RESOURCE MANAGEMENT**

- The Strategic role of Human Resource Management
- Models of links between Business Strategy and Human Resource Strategy

### **Recruitment and Placement**

- Human Resource Planning
- Job Analysis
- Recruitment
- Selection

### **Training and Development**

- Work Design and Motivation
- Training and Developing Employees
- Appraising and Managing Performance
- Managing Careers and Fair Treatment

### **Reward Management**

- An effective reward system
- Job Evaluation
- The Reward Package
- Financial and non-financial Rewards