

Human Resources Management



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Human Resources Management



Syllabus

Unit 1: Human Resource Strategy and Organisation

Introduction
Objectives
Development of Human Resource Management
Strategy and Human Resource Strategy
Strategic Aspects of Organisation
Structure and Culture
Summary
References
Further Reading

Unit 2: Management, Unions and Employees

Introduction
Objectives
Trade Unions in Today's Business Environment
Strategic Aspects of Employee Involvement
Trade Union Recognition and Consultation
Health, Safety and Welfare
Summary
References
Further Reading

Unit 3: The Labour Market and Human Resource Planning

Introduction
Objectives
What is the Labour Market?
Labour Market Mechanics and Data
Strategic Aspects of Resourcing
Planning: Jobs and People
Summary
References
Further Reading

Unit 4: Contracts of Employment, Recruitment and Selection

Introduction
Objectives
Contracts of Employment
Recruitment
Selection Methods and Decisions
Selection Interviewing
Summary
Further Reading

Unit 5: Grievance, Discipline and Dismissal

Introduction
Objectives
Grievance and discipline
Obedience to authority
Discipline
Grievance
Rules and keeping them
Grievance procedure
Disciplinary Procedure
Grievance and disciplinary interviewing
Dismissal
Summary
References
Further reading

Unit 6: Reward

Introduction
Objectives
Pay
Pay and performance
Strategic aspects of pay
Job evaluation
Incentives, PRP and fringe benefits
Summary
References
Further reading

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Average
110
study
hours

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