Human Resources Management



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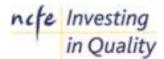






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Human Resources Management



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

curther Reading

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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

Average 110 study hours

