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| **Course:** | **International Human Resource Management** | | |
| Program: | CS | Units/Cr Hrs: | 3 Cr Hrs |
| Department: | CS Department | **Instructor:** | Dr.Nazia |
|  |  | Email: | nazia.nazeer@nu.edu.pk |

LEARNING OUTCOMES

By completing this course, the students will be able to list, design, refine and implement basic HR practices and procedures. They will be able to design job descriptions through job analysis and explain the role of these in the recruitment process and beyond. Regarding recruitment and selection, they will have the ability to: compare and contrast major alternative recruitment methods, keeping in the perspective alternative business and professional groups; apply different methods of short-listing; identify and apply selection criteria; evaluate the usefulness of a range of selection methods; and, apply and validate selection decision making. The will have knowledge of alternative methods of setting base pay rates and will be introduced to different elements that make up a pay package, keeping theories of equity and motivation in perspective. They will also have basic knowledge and understanding of salary structures, including concepts of grades, pay spines, broad banding, and analytical and non-analytical job evaluation. For performance management, they will be able to debate multiple perspectives on managing individuals’ performance in organizations. They should be able to: identify the stages of a typical performance management system and help management in implementation of these stages; explain the key elements of an appraisal form and the process of a typical appraisal meeting; and, link performance management system to other areas such as performance related pay, pay increments, training and development etc. The students should also be able to demonstrate knowledge of the basic concepts of training and development and identify methods of on-the-job and off-the-job training. They should be able to carry out basic level of training needs analysis, provide support to a functioning department in carrying out training needs analysis and explain the role of training and development in career development, talent management etc.

The course can also cover basic knowledge in additional areas of HRM such as strategic HR, employee involvement and communication, labour relations, organizational development and change, human resource planning, health and safety, human resource information systems, HR metrics etc. However, these additional areas can vary with the choice of the instructor, and must not compromise the depth of the knowledge in the key areas identified in earlier parts of the outline.

COURSE CONTENTS

1. Introduction to HRM, differences between Personnel & HR
2. Old Myths & New Competitive Realities of HR
3. Developing role descriptions
4. Job analysis and job descriptions
5. Recruitment
6. Selection
7. Training and developing employees
8. Performance Management Systems
9. Delivering Value to organization through HR Functions
10. Case Study 1:
11. Case Study 2:
12. Case Study 3:

RECOMMENDED BOOKS

1. Dessler, Garrry. (2013) Human Resource Management, 13th edition, New York: Pearson Education.
2. Wayne, Mondy R. (2008) Human Resources Management. 10th edition. New Delhi: Pearson Education.
3. **Torrington, D., Hall, L. and Taylor, S. (2008)** Human Resource Management. Harlow: Pearson Education Limited.
4. **Jackson, S. E. and Schuler, R. S.** (2006). Managing Human Resources Through Strategic Partnership

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| Human Resource Management | **Edition** |
| 2008 |
| **Torrington, D., Hall, L. and Taylor, S.** | |
| Harlow: Pearson Education Limited | |
| Managing Human Resources Through Strategic Partnership | |
| **Jackson, S. E. and Schuler, R. S.** (2006) | |
| Human Resource Management; a contemporary approach | |
| **Beardwell, L., Holden, I. and Claydon, T.** (2004) | |
| A handbook of HRM Practice | |
| **Armstrong, M.** (2005) | |