

**Excellent Coaching**

**HUMAN RESOURCE MANAGEMENT SUBJECT LIST**

A Human Resource Management course stream typically covers a wide range of subjects and topics related to managing personnel and human resources within an organization. Here's a complete list of subjects you might encounter in a human resource management course stream:

**1. Introduction to Human Resource Management:**

* Overview of HRM concepts and functions
* Historical development of HRM
* The role of HR in organizations

**2. Recruitment and Selection:**

* Staffing strategies and workforce planning
* Job analysis and job descriptions
* Recruitment methods and selection processes

**3. Training and Development:**

* Learning and development strategies
* Training needs analysis
* Training program design and delivery

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**4. Performance Management:**

* Performance appraisal methods
* Feedback and performance improvement
* Goal setting and performance evaluation

**5. Employee Relations and Engagement:**

* Employee communication
* Conflict resolution and employee relations
* Employee engagement and retention strategies

**6. Compensation and Benefits:**

* Compensation philosophy and strategy
* Pay structures and salary surveys
* Employee benefits and total rewards

**7. Human Resource Information Systems (HRIS):**

* Introduction to HRIS
* HR technology and software solutions
* Data analytics and reporting

**8. Legal and Ethical Aspects of HRM:**

* Employment law and regulations
* Equal employment opportunity and diversity
* Ethical considerations in HRM

**9. Labor Relations and Collective Bargaining:**

* Labor unions and labor relations

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* Negotiation and collective bargaining
* Grievance handling and arbitration

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**10. Global Human Resource Management:**

* Managing HR in a global context
* International staffing and expatriate management
* Cross-cultural communication and diversity

**11. Diversity and Inclusion:**

* Diversity and inclusion strategies
* Creating an inclusive workplace
* Addressing bias and discrimination

**12. Strategic HRM and Organizational Development:**

* Aligning HR with organizational goals
* Change management and organizational development
* HR as a strategic business partner

**13. Employee Health and Wellness:**

* Employee wellbeing and health programs
* Occupational safety and health
* Mental health support and wellness initiatives

**14. Talent Management and Succession Planning:**

* Talent acquisition and retention
* Succession planning and leadership development
* Building a talent pipeline

**15. HR Leadership and Professional Development:**

* HR leadership skills

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* Professional development and certifications
* Career development in HR

These subjects provide a comprehensive understanding of human resource management, covering all aspects of HR operations, legal considerations, and strategic alignment with organizational goals. The specific subjects and depth of coverage may vary depending on the level and focus of the human resource management course stream.

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**Human Resource Management Course**

Certainly, here are the details for a typical Human Resource Management course:

**Course Title: Human Resource Management**

**Course Description:** Human Resource Management (HRM) is a comprehensive course that explores the functions and practices of managing human capital in organizations. This course equips students with the knowledge and skills needed to effectively recruit, develop, and retain employees, and to ensure HR practices align with organizational goals and legal requirements.

**Course Content:**

**1. Introduction to HRM:**

* Overview of HRM and its importance
* Historical development of HRM
* HRM roles and responsibilities

**2. Recruitment and Selection:**

* Staffing strategies and workforce planning
* Job analysis and job descriptions
* Recruitment methods and selection processes

**3. Training and Development:**

* Learning and development strategies
* Training needs analysis
* Training program design and delivery

**4. Performance Management:**

* Performance appraisal methods
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**5. Employee Relations and Engagement:**

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* Employee communication
* Conflict resolution and employee relations
* Employee engagement and retention strategies

**6. Compensation and Benefits:**

* Compensation philosophy and strategy
* Pay structures and salary surveys
* Employee benefits and total rewards

**7. HR Technology and Analytics:**

* Introduction to HR technology and HRIS
* Data-driven HR decision-making
* HR analytics and metrics

**8. Legal and Ethical Aspects of HRM:**

* Employment law and regulations
* Equal employment opportunity and diversity
* Ethical considerations in HRM

**9. Labor Relations and Collective Bargaining:**

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* Labor unions and labor relations
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**10. Global Human Resource Management:**

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**12. Strategic HRM and Organizational Development:**

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* Change management and organizational development
* HR as a strategic business partner

**Duration:** One semester, which is approximately 15-16 weeks of instruction.

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**Course Materials:** Students may be required to use HRM textbooks, online resources, case studies, and HR software.

**Assessment:** Assessment methods may include assignments, case studies, exams, and class participation.

**Target Audience:** The Human Resource Management course is suitable for student pursuing degrees in HR, business, management, or those interested in HR careers.

**Course Outcomes:** Upon successful completion of the HRM course, students should have a solid understanding of HR principles and practices. They should be prepared for HR roles in various industries and have the skills to manage human capital effectively.

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