



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Technology Management
COURSE NAME	HUMAN RESOURCE MANAGEMENT
COURSE CODE	DDWG 3323
CREDIT HOUR	3
SYNOPSIS	This course introduces students to strategies for managing people in the workplace, via the theory and practice of human resource management. The course provides an overview of the key functions undertaken by managers with responsibility for effectively utilizing and retaining an organization's human resources. Functions such as recruitment and selection, training and development, performance management and compensation are examined. At the end of the course, students will be able to demonstrate and apply the knowledge in this area by preparing a report on relevant topics regarding the HRM practices in various organizations
COURSE STRUCTURE	
CHAPTER	TOPICS
1	INTRODUCTION TO HRM 1.1 The HR Function 1.2 Growth of HR function 1.3 HR Partnership 1.4 Overview of related Malaysian labor laws
2	RECRUITMENT AND SELECTION 2.1 Job Analysis 2.2 Recruitment Process 2.3 Selection Process 2.4 Contract of Employment
3	TRAINING 3.1 Induction 3.2 Organizing Training Programmed 3.3. Training Methods



	3.4 Training Evaluation
	3.5 Learning Principles
4	PERFORMANCE MANAGEMENT SYSTEM (PMS) 4.1 Components of PMS 4.2 Features of effective appraisal system 4.3 Types of biases in appraisal system 4.4 Appraising Methods
5	WAGE AND PAYMENT STRUCTURE 5.1 Types of payment structure 5.2 Wage system 5.3 Factors affecting wage payment 5.4 Factors affecting individual levels of pay 5.5 The Employment Act and wage regulation
6	WORKING HOURS 6.1 Factors of affecting choice of working hours system 6.2 Overtime 6.3 Shift Work 6.4 Alternative Work Schedule
7	BENEFITS & REWARDS 7.1 Statutory benefits 7.2 Non-statutory benefits 7.3 Financial rewards 7.4 Non – financial rewards
8	DISCIPLINARY SYSTEMS 8.1 Dealing with Employee Problems 8.2 Grievance handling
9	TERMINATION OF SERVICE 9.1 Resignation, Retirement & Retrenchment



	9.2 Misconduct & Dismissal
	9.3 Types of employment contract
10	SAFETY & HEALTH AT WORK 10.1 Accidents: causes & consequences 10.2 Occupational diseases & Health hazards 10.3 Ensuring a safe workplace: policies & programmes
11	PRODUCTIVITY ENHANCEMENT 11.1 Methods of improving productivity 11.2 Techniques for improving quality 11.3 Methods to encourage employee commitment
12	INDUSTRIAL RELATIONS 12.1 Role of Ministry of HR 12.2 Types of Trade Unions 12.3 Collective bargaining process
References:	1. John R. Hollenback, Raymond A. Noe, Patrick M. Wright (2018). Human Resource Management. 11 th Edition. McGraw Hill.