## Diploma

|  |
| --- |
| TITLE: Human Resources in Hospitality Management |
| Module Code:  Module: Human Resources in Hospitality Management  Year: 2017 |
| 1. Instructional Hours:   Minimum Requirement: 12 hours  Lecture: 12 hours  Project: 6 hours  Private study: 12 hours  Total:  Credit Value: 2 |
| 1. Module Synopsis:   The hospitality field generally includes businesses such as restaurants and hotels. These establishments serve the public and frequently employ numerous staff members to efficiently accomplish this task.  As an administrator of a hospitality organization's most valuable asset -- its human resource -- the HR department is called on to administer employee-related activities that may be critical to the continued success of the organization.  The HR department's role is to support the organization by freeing up management to concentrate on the business of doing business. |
| 1. Module Objectives   Students will learn what Human Resource in Hospitality Management is about  Students will learn the Major Activities of Human Resource Management  Students will learn how HR Plans and its Objectives, as well as the HR Policies and Functions Of Management.  Students will learn the Major Step in HR – Planning and linking the organizations strategy to employment planning.  Students will learn what is environmental scanning and Formulating HR Plans  Students will learn what is the Human Resources Planning Trend in Hotel Industry and the Organizational Behavior. |
| 1. Learning Outcomes:     Understand what is Human Resource in Hospitality Management is about  Understand the Major Activities of Human Resource Management  Understand how Human Resource Plans and its Objectives, as well as the HR Policies and Functions Of Management.  Understand the Major Step in HR – Planning and linking the organizations strategy to employment planning.  Understand what is environmental scanning and Formulating HR Plans  Understand what is the HR Planning Trend in Hotel Industry and the Organizational Behavior. |
| 1. Assessment Components:   To successfully complete the module students must perform the following:   |  |  |  | | --- | --- | --- | | Components | Weightage | Due Date | | Assignment | 100% | 2 weeks after end of module |  * The nominal word count for this module is 1,200 words. The suggested range is in between 1000-1500 |
| 1. Teaching and learning strategies   Study of this module is by classroom tuition, case-study and independent study.  Teaching media includes:   * PowerPoint * Multimedia Resources * Books references |
| 1. Recommended Reading |

## Detailed Syllabus

|  |
| --- |
| Learning Objectives: |
| 1. Introduction to Human Resources Management in Hospitality |
| 4.0 Introduction to Human Resources Management in Hospitality  4.0.1 Describe What Human Resources Management is.  4.1. Describe the Major Activities in Human Resources Management.  4.2. Explain what is Human Resources Planning |
| 2. Discussion on Human Resources Planning |
| 4.2.1. Discussion on Human Resources Planning  4.3. Describe the Objective of HR Planning in Hospitality  4.4. & 4.5. Describe The Major Steps in HR Planning.  4.6. Explain the HR Planning trend in Hotel Industry |
| 3. Explain and Discuss about HR Functions of Management |
| 4.6.1. Discussion on HR Planning and Planning Trend Hotel Industry.  4. 7. Explain and Discuss about HR Functions of Management   * Describe about Human Resources Policies. |
| 4. Describe about Formulating HR Plans. |
| 4.8 & 4.9. Describe about Formulating HR Plans.  4.10 & 4.11 Describe the Planning Trend in Hospitality.  4.12 Explain on Organizational Behavior  4.12.1 Explain the Executive Behavior in an Organization.  4.13 Discussion on Subject and the conclusion on the syllabus study. |