## Diploma

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| TITLE: Essentials of Human Resources |
| Module Code:  Module: Essentials of Human Resources  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:   Human Resource Management has come to be recognized as an inherent part of management, which is concerned with the human resources of an organization. Its objective is the maintenance of better human relations in the organization by the development, application and evaluation of policies, procedures and programs relating to human resources to optimize their contribution towards the realization of organizational objectives.  In other words, HRM is concerned with getting better results with the collaboration of people. It is an integral but distinctive part of management, concerned with people at work and their relationships within the enterprise.  HRM helps in attaining maximum individual development, desirable working relationship between employees and employers, employees and employees, and effective modeling of human resources as contrasted with physical resources.  It is the recruitment, selection, development, utilization, compensation and motivation of human resources by the organization. |
| 1. Module Objectives   Students will learn what is the organization of staff in tourism and hospitality and the legal implications of staff management in tourism and hospitality  Students will learn about the principles of leadership and motivation & equal opportunities in tourism and hospitality. |
| 1. Learning Outcomes:   Understand the organization of staff in tourism and hospitality  Understand the legal implications of staff management in tourism and hospitality  Understand the principles of leadership and motivation in tourism and hospitality  Understand the principles of equal opportunities in tourism and hospitality |
| 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

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| Learning Objectives: |
| 1. Introduction to Human Resources Management. |
| 2.0 Introduction to Human Resources Management.   * 2.0.1 Describe the definition of Human Resources Management.   2.1. Describe the Scope of Human Resources Management.  2.2. Explain what Human Resources Development is. |
| 2. Describe the Importance of HR Management. |
| 2.3. Describe the Importance of HR Management.  2.4. Describe The Function of HR Management.  2.5. Explain about HR Planning.  2.6. Describe the Elements affecting HR. |
| 3. Discussion on HR Demand Forecast. |
| 2.7. Discussion on HR Demand Forecast.  2.8. Explain and Discuss about Job Analysis in HR Management  2.9. Describe about Job Description and Job Specification.  2.10. Describe the Recruitment in Human Resources.  2.11. Explain the Mode of Selection and Factors.  2.12. Discuss on Basic Testing Concept. |
| 4. Describe about Interview in HR. |
| 2.13. Describe about Interview in HR.  2.14. Describe the Training and Development in Human Resources Management.  2.15. Explain on Motivation of HR Management.  2.16. Explain the Maintenance in HR. |