# Human Resources Management - Lesson Plan

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| Time allocated | Work to be covered | Teaching method/learner activities | Resources |
| Session 1  1. 5 Hours - Study  1.5 Hours – Assignment | 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 is Human Resources Development. | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |
| Session 2  1. 5 Hours - Study  1.5 Hours – Assignment | 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. | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 3  1. 5 Hours - Study  1.5 Hours – Assignment | 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. | * Self study * Tutor explanation | * PowerPoint Presentations   Multimedia Resources |
| Session 4  1. 5 Hours - Study  1.5 Hours – Assignment | 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.  2.17. Discussion on the syllabus study. | * Self study * Tutor explanation | * PowerPoint Presentations * Multimedia Resources |