

Course Code : MGT 20425
Course Title : Human Resource Management
Credit Value : 2.5
Year and Semester : Year 2 Semester II
No of contact hours : 30 hours of lectures and 15 hours of tutorials

Aims and Objectives

This course unit provides a systematic understanding of managing human resources in a business organization. The course focuses on providing learning partners with the necessary skills in managing human resources by proper HR planning, job analysis identifying and handling issues relating to human resources context in organizations.

Learning Outcomes

On completion of this course unit students should be able to;

- Identify effective human resource practices.
- Acquire the necessary background to be successful as human resource professionals
- Define contemporary issues relating to human resource practices
- Develop and enhance skills in such areas as recruiting the right employee, recognition and rewarding of performance, implementing productive systems of remuneration, and handling problem employees effectively.

Contents

Introduction to Human Resource Management

Policy and design

- 1 Elements of a strategic human resource system
- 2 Human resource policy and planning
- 3 Matching future needs of the organization.
- 4 The socio-technical system, job design, job description & specifications
- 5 Remuneration systems
- 6 Myths and realities of pay and benefit
- 7 Law of employment
- 8 Linking and De-linking contractual relationships
- 9 Psychological contract

Selection & Appraisal

- 1 Recruitment & selection
- 2 Finding the best fit; Aptitude and attitude tests
- 3 Validity and reliability; interviewing skills

- 4 Measuring qualities and values.
- 5 Performance management systems
- 6 Finding the best ways for Sri Lanka
- 7 Career and succession planning systems
- 8 Paths and tracks

Commitment & Development

- 1 Organizational Identification and Job Involvement
- 2 Antecedents of organizational commitment; The Learning Organization
- 3 Embedding and mapping competencies in the organization
- 4 Professional standards and ethics
- 5 Learning from other professions

Interpersonal Relations

- 1 Interpersonal relations
- 2 Improving assertive skills and negotiation skills; Team building
- 3 From groups to synergy Trade unions & Employer-employee relations
- 4 Harnessing the union's strengths
- 5 Soft skills
- 6 Coaching, Counseling and Mentoring

Recommended Reading

- Armstrong, M. (2001). *A handbook of human resource management*. 8th ed. London: Kogan Page.

Assessments

- Continuous Assessments 40%
- Final Examination 60%