

# Human Resource Management Course

For

Mini MBA

By

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## COURSE OBJECTIVE

The main purpose of this course is to consider the effective management of people at work through human resource management (HRM) functions. This course examines what can or should be done to make people both more productive and more satisfied with their working life. The topics covered will include the importance of HRM, Strategic HRM within an integrative framework, justice as perceived by employees, The Civil Rights Act and other Discrimination Laws, effective selection within legal constraints, improving the effectiveness of training and development and performance management, and the roles and responsibilities of managers related to HR functions. The workshop will include several group experiential exercises.

### Learning Goals:

1. Describe the importance of managing human resources.
2. Show how environmental factors impact the formulation of HRM strategies.
3. Explain how to effectively implement an HRM strategy.
4. Describe the importance of fairness and legal compliance.
5. Detail the main labor laws in the U.S.
6. How to handle people issues without violating labor regulations
7. Demonstrate effective interviewing and selection.
8. Explain the strategic importance of training and performance management.
9. Show how to maximize training's effectiveness.
10. Discuss the performance rating process.
11. Describe the important factors in providing performance feedback.
12. Describe the roles and responsibilities of line managers with respect to various HR functions.