



## Human Resource Management

In many small to medium-sized companies and nonprofit organizations, the human resource function is an additional job responsibility, often for the business owner or other senior leader.

Linking strategy with human capital is key to organizational success.

In this module, you will learn the essentials of Human Resource Management (HRM), job analysis and recruiting strategies, employee training and development, career management, compensation plans, compliance in the workplace, and fair treatment.

## Outcomes

1. Understand what Human Resource Management (HRM) is and its importance.
2. Define HRM competencies, functions, and framework.
3. Understand importance of recruiting and development.
4. Understand essential elements of the recruiting process.
5. Describe the critical aspects of the performance management process.
6. Describe the training and development process.
7. Understand essential aspects of career management.
8. Understanding essential aspects of compensation management and strategy.
9. Know the factors involved in ensuring compensation equity.
10. Understand legal considerations in compensation.
11. Describe methods of job evaluation and designing pay plans.
12. Understand the concept of employee relations and the key aspects affecting it.
13. Understand the essential elements of open and honest communications, fair treatment, ethical workplaces, and discipline and due process.
14. Understand the legal framework and the main types of laws relating to Human Resource Management and the main obligations employers and employees have for complying with them.

## Recommended Learners

### Higher Education

- Undergraduate Students
- Graduate Students

### Business, Industry, Nonprofits, & Agencies

- Human Resource Managers
- Entrepreneurs
- Business Owners

## Strategic Importance of Managing Human Resources

Stakeholders are individuals or groups that have interests, rights, or ownership in an organization and its activities. Stakeholders benefit from a company's successes and are harmed by its failures and mistakes. Hence, organizations must satisfy stakeholders in order to further its own well-being.



*An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.*

### Applications and Best Practices

#### Higher Education

- ✓ Review module in a business and business-related capstone course.
- ✓ Use as a module within an academic leveling program.

#### Business, Industry, Nonprofits, & Agencies

- ✓ Refresher module for human resource management professionals.

### Pricing

#### Module is Approximately 3-5 Learner Hours

1-100 Learners per Year

\$49 per Learner

101-500 Learners per Year

\$44 per Learner

500+ Learners per Year

\$39 per Learner