

Overview

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, learners 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.

This module is intended as a review of the key concepts, fundamentals, and foundations of the discipline.

Learners

This module is designed for learners who require an overview of the discipline. The module is commonly used in an academic leveling (transition to graduate education) or business review (capstone) course or program.

Module Authors

The author for this module is Peregrine Global Services, which is headquartered in Gillette, Wyoming. It includes materials from a variety of sources as indicated within the module.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Understand what Human Resource Management (HRM) is and its importance.
2. Define HRM competencies, functions, and framework
3. Understand the 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 its key aspects.
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.

Curriculum

<u>Section</u>	<u>Topics</u>
Section 1: Introduction to Human Resource Management (HRM)	<ul style="list-style-type: none"> • Introduction to HRM • Importance of HRM • HRM competencies and functions • HRM Framework
Section 2: Recruiting & Talent Management	<ul style="list-style-type: none"> • Strategic importance • Recruiting process and integration with other factors • Job analysis • Recruiting sources and methods
Section 3: Performance Management	<ul style="list-style-type: none"> • Performance management system • Training and development • Career management
Section 4: Compensation	<ul style="list-style-type: none"> • Compensation Basics and Strategy • Compensation Equity • Compensation Laws

	<ul style="list-style-type: none"> • Job Evaluation • Compensation Plans
Section 5: Employee Relations	<ul style="list-style-type: none"> • Open and Honest Communications • Fair Treatment • Ethical Workplace • Discipline and Due process
Section 6: Legal Compliance	<ul style="list-style-type: none"> • Legal Framework • Privacy • Equal Opportunity Employment/Discrimination • Health and Safety

Assessment

The module includes section quizzes and short exercises to ensure understanding of the instructional content. The module also includes a 20-question pre-test and post-test. The pre-test captures the learner’s baseline knowledge, and the post-test ensures that learners have grasped the concepts needed for success.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Pre-test	0.25
Section 1: Introduction to Human Resource Management (HRM)	0.50
Section 2: Recruiting & Talent Management	0.50

Section 3: Performance Management	1
Section 4: Compensation	0.50
Section 5: Employee Relations	1
Section 6: Legal Compliance	1
Post-test	0.25
Total Hours	5