

Human Resource Management

Short course; designed in the United Kingdom by
The Institute for Professional and Executive Development - IPED



Specification

Course Title	Human Resource Management
Category	Short (Executive) Course; Continuing Professional Development (CPD) course
Entry Requirement	None
Mode of Delivery	The course can be delivered: <ul style="list-style-type: none"> o through educational workshops, seminars or events o using online or e-learning methods
Language of delivery	English
Assessment and Certification	No formal assessment such as written examination is required. A learner is deemed to have successfully completed the course through active participation during the delivery of the course.
Total Learning Hours	Flexible. Can be completed in any amount of hours; dependent on learner's circumstances. It is however recommended that the total number of hours should not exceed 30, if actively delivered.
Grading System	None
Study manual	A comprehensive learning material is provided by IPED to support the delivery of this course.
Course Monitoring	The course will be regularly reviewed by the Academic Advisory Board (AAB) to ensure that it remains fit for purpose. The IPED Suggestion and Feedback System will be used to collect information from users of the course to make informed decision on quality improvement.



Course contents



Introduction to Human Resource Management (HRM)>>

- 1.1 Human Resource Management explained. Benefits examined.
- 1.2 HRM versus Personnel Management.
- 1.3 Best practice approach to HRM versus best fit approach.
- 1.4 Relationship between HR strategy and business strategy.
 - 1.4.1 Examination of the distinctive models that arise as a result of the relationship between HR strategy and business strategy.
- 1.5 Hard HRM versus Soft HRM.
- 1.6 Key functions of HRM in the organization.
 - 1.6.1 Contribution of HRM to organizational success.
- 1.7 Overview of key HRM models (i.e. Guest model, Warwick model, etc.)

Recruitment and Selection>>

- 2.1 Resourcing as a HR function.
- 2.2 Internal recruitment versus external recruitment.
- 2.3 Drafting recruitment advertisements.
- 2.4 Shortlisting.
- 2.5 Use of tests in recruitment and selection.
- 2.6 E-recruitment (overview, advantages and disadvantages).

Learning and Development in Organization>>

- 3.1 Benefits of learning and development.
- 3.2 Reasons for learning and development.
- 3.3 On-the-job training versus off-the-job training.
- 3.4 Evaluation of training and development.
- 3.5 Career development (overview, benefits, etc.)

Reward, Motivation and Performance Management>>

- 4.1 Categories of reward.
- 4.2 Employers' motives in rewarding staff.
- 4.3 Use of pay and incentives in rewarding employees.
- 4.4 Characteristics of a good system of motivation.
- 4.5 Performance management (overview, benefits).
- 4.6 Measuring individual and organizational performance.
- 4.7 Performance management process examined.

Employee relations and employment law>>

5.1 Employee relations (definition; examination of the important dimensions of employee relations).

5.2 Categories of management styles in employee relations.

5.3 Employee communication (definition; importance).

5.4 Employee rights.

5.5 Employee discipline (explanation; characteristics of good disciplinary procedures).

Change management>>

6.1 Types of change (i.e. structural change, cost cutting, process change, and cultural change).

6.2 Approaches to change (i.e. economic approach, and organizational capabilities approach).

6.3 Systematic approach to change management.

6.4 How to make the organization change-ready.

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