

Hrm 240



**ASSIGN
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SyllabusAxia College/College of Social SciencesHRM/240 Version 4Human Resources ManagementCourse DescriptionThis course provides an overview of key employment practices necessary to effectively manage human resources within an organization. The major human resource functions of planning, recruiting, selecting, training, and appraising will be emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and future trends.

PoliciesFaculty and students/learners will be held responsible for understanding and adhering to all policies contained within the following two documents:??? University policies: You must be logged into the student website to view this document.??? Instructor policies: This document is posted in the Course Materials forum. University policies are subject to change. Be sure to read the policies at the beginning of each class. Policies may be slightly different depending on the modality in which you attend class.

If you have recently changed modalities, read the policies governing your current class modality. Course MaterialsBohlander, G. W., & Snell, S.

A., (2007). Managing human resources (14th ed.

). Florence, KY: Thomson Learning Higher Education. Axia College??™ s Writing Style Handbook, available online at https://axiaecampus.phoenix.edu/Writing_Style_Handbook_AxiaUOP.

pdfAll electronic materials are available on the student website.? Week One:
Challenges of Human Resources Management and Equal Employment
Opportunity Legislation and PracticesDetailsDuePointsObjectives1. 1Explain
how successful human resources management can help a company achieve
a competitive advantage. 1. 2Summarize the current trends in responding to
human resources challenges. 1. 3Compare and contrast human resources
competencies and responsibilities with those of line management. 1.

4Make recommendations for implementing affirmative action policies.

Course PreparationRead the course description and objectives. Read the
instructor??™s biography and post your own.

ReadingsRead Appendix A. Read Ch. 1 & 3 of Managing Human Resources.

CheckPointDeloitte & Touche Case StudyRead the Managing Diversity for
Competitive Advantage at Deloitte & Touche Case Study 3 on pp. 44??“ 45 in
Ch. 1 of Managing Human Resources.

Answer, in 200 to 300 words, the three questions on p. 45. Elaborate on your
responses to these questions by distinguishing between the role of human
resources managers and line managers in implementing the changes
described in this case study. 10/1930CheckPointChange ManagementWrite a
response recommendation analysis of 200 to 300 words of how large firms
and small firms might utilize change management concepts to meet growing
technology demands. Provide one example for a large company and one
example for a small company of necessary changes resulting from these
growing technology demands.

Keep in mind that some changes are proactive and others are reactive.

Include these two concepts in your recommendation analysis. Discuss some of the pitfalls to avoid in implementing change.

10/2030 Individual Affirmative Action Write a 700- to 1,050-word paper recommending to a company's board of directors that affirmative action policies be implemented.

Include points supporting the recommendation and clearly address points that may be used against this recommendation. The paper must also

address how affirmative action policy relates to compliance with equal employment opportunity law. Format your paper consistent with APA

guidelines. Post your paper as an attachment. 10/2370 Week Two: Job Analysis and Human Resources Planning Details Due Points Objectives 2.

1 Explain how job analysis fulfills organizational goals and benefits

prospective employees. 2. 2 Explain how job design methods increase employee productivity.

2. 3 Determine the advantages and disadvantages of employee teams.

Readings Read Ch. 2 & 4??" 6 of the text. Participation Participate in class discussion.

10/2510 Discussion Questions Respond to weekly discussion questions.

10/2710 Check Point Job Description Review pp. 151??" 154 in Managing Human Resources. Create a job description for a high school librarian.

This job description will be based on data from a completed job analysis at the Online Occupational Information Network. Visit the Online Occupational Information Network at <http://online.onetcenter>.

org/??? Click on the Find Occupations heading. ??? In the field under the Quick Search heading, enter librarian.??? Choose Librarians from the list of occupations that appear. ??? You will be directed to the Summary Report for this occupation. Review the sections of Tasks, Knowledge, Skills, and Abilities. Write and post a 350 word, original job description for a high school librarian based on the Occupational Information Network librarian job analysis. In a separate paragraph, describe the advantages and disadvantages of having an employee in this job work in a team.

Submit the employment position for your final project to your instructor for approval. Describe in one or two sentences how you will access job analysis and job description information for your selected position. 10/2830? Week Three: Recruitment and SelectionDetailsDuePointsObjectives3. 1Explain the pros and cons of internal and external recruiting practices. 3.

2Compare and contrast sources of information used in the employee selection process. 3. 3Outline a process for interviewing, selecting, and hiring employees. CheckPointRecruitment MethodsName one internal and three external ways that you could recruit for the job in your final project. What are the advantages and disadvantages of each recruiting method for this job11/330IndividualSelection ToolsWrite a 1, 400- to 1, 750-word paper in which you address the following considerations related to selection tools:??? Name three selection tools that you would consider using for a hiring program at a supermarket.

??? Choose what you think is the best selection tool or combination of selection tools. ??? Justify your choice by describing the advantages of your

method compared to other selection tools that were considered. Format your paper consistent with APA guidelines. Determine whether you would use the same selection method for hiring the position in your final project. Explain your answer. Organize an interview and selection plan for the position in your final project. Complete the following:??? Compile a list of interview questions. ??? Explain what interviewing method you would use and why it is preferred over others.

??? Detail the considerations in reaching hiring decisions for this position.

Post your paper as an attachment. 11/6100? Week Four: Appraising, Improving, and Developing PerformanceDetailsDuePointsObjectives4.

1Explain the benefits of career development programs for both employees and their organizations. 4. 2Illustrate challenges when conducting performance appraisals. 4.

3Explain methods used for conducting performance appraisals.

ReadingsRead Ch. 5 Appendix and Ch.

7 & 8 of the text. ParticipationParticipate in class discussion.

11/810Discussion QuestionsRespond to weekly discussion questions.

11/1010CheckPointPerformance AppraisalSelect two aspects of a performance appraisal from the following list.

What are the special challenges in each area and what would be the effects on employees and employers if the challenges were not addressed ???

Strategic relevance ??? Criterion deficiency ??? Criterion contamination ???

Reliability ??? Compliance with the law ??? Appraiser training11/1130? Week

Five: Training and DevelopmentDetailsDuePointsObjectives5. 1Prioritize

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training needs based on a needs assessment. 5. 2 Differentiate among training methods that are appropriate for various types of employee training.

5. 3 Explain how evaluation ensures training programs meet organizational requirements and limitations. 5. 4 Explain ways of developing talent pools within an organization. CheckPoint Job Opportunities Map Create a diagram in PowerPoint® or Word mapping job opportunities starting from, or advancing to, the position focused on in your final project. Describe the additional training necessary for employees to advance according to the map. Explain the role of organizational incentives and mentoring in developing talent pools.

Write this additional narrative in 200 to 300 words, and submit the narrative as an additional slide or page with the map. 11/1730 Individual New Employee Training Answer the following questions about a new employee training program for the position you selected for your final project: ??? Needs assessment: What types of issues might indicate a need for training From what sources would these issues be identified If you were a training manager, how would you prioritize training needs from these sources o A supervisor requests training on the specialized technology required by five of his employees. o The customer service manager reports a sudden increase in calls about poor handling of repeat complaint calls. o The CEO requests team efficiency training to address the declining numbers of employees attending quarterly pep rallies. ??? Delivery: Identify the best method to conduct this training. Is a certification exam required Will the training be instructor-led, self-paced, or a combination Explain your answer.

Focusing on delivery considerations, would you use the same methods and requirements for the position directly above this job and the position directly subordinate to the job Explain your answer.??? Evaluation: How will you evaluate the effectiveness of the training in terms of organizational objectives and limitations11/20100Week Six: Safety and HealthDetailsDuePointsObjectives6. 1Explain provisions employers may implement to promote better health and safety for their employees. ReadingsRead Ch. 10??“ 12 of the text. ParticipationParticipate in class discussion. 11/2210Discussion QuestionsRespond to weekly discussion questions.

11/2410CheckPointExternal Effects on Workplace Health and SafetyAnalyze how emotional and physical aspects of a person??™s life may influence the employee??™s effectiveness in the work environment. 11/2530Week Seven: Incentives and Employee BenefitsDetailsDuePointsObjectives7. 1Compare and contrast different types of incentive plans. 7. 2Compile strategic considerations in managing benefits programs. CheckPointIncentive PlansSelect three different incentive plans. You may select individual plans, group plans, or a combination.

List the pros and cons for each plan. For a position that you envision for yourself in 5 years, which of these three plans would be most appropriate Explain your answer. 12/130IndividualEmployee BenefitsDraft and post a memo to upper management detailing the benefits available to employees in the position focused on in your final project. ??? Include health insurance, time off, retirement and savings plans, and one other work or life benefit. ???

Explain to management the primary strategic consideration involved in managing the proposed benefits program.

??? Identify an additional strategic consideration related specifically to one of the benefits in your proposed program. 12/4100Week Eight: International Issues and Employee Rights and DisciplineDetailsDuePointsObjectives8.

1Recognize the impact of the employment-at-will principle and the exceptions to this principle. 8.

2Differentiate between the progressive discipline approach and the positive discipline approach. 8. 3Identify the unique challenges of international staffing. ReadingsRead Ch. 13 & 15 of the text. ParticipationParticipate in class discussion.

12/610Discussion QuestionRespond to the capstone discussion question.

12/810CheckPointInternational StaffingResources: Review pp. 646??” 654 of Managing Human Resources.

Consider the cultural differences inherent in global business and the geographic obstacles of home office and remote locations being in different countries. Summarize the unique challenges of international staffing.

12/930? Week Nine: Human Resources Planning and Strategic

PlanningDetailsDuePointsObjectives9. 1Explain how human resources planning fits into an organization??’s strategic plan. 9. 2Create materials to be used by human resource professionals. Capstone CheckPointRespond to the capstone discussion question.

??? Write 350 to 700 words in which you analyze and post how the human resources assistance plan and aids you have been working on for your final project fit into the company's strategic plan. ??? Post your response as an attachment. 12/1530 Final Project Human Resources Management Plan and Job Aids Resource: Appendix A Develop documentation for human resources professionals to manage a specific employment position. The materials you create would assist human resources professionals to choose, train, and develop successful employees toward helping the company meet its goals. Reference at least one human resources journal and at least one reputable website for human resources professionals, in addition to the text. Format your paper consistent with APA guidelines.

Focus all five project deliverables on a single employment position. The deliverables are as follows: ??? Executive summary ??? Presentation on job analysis ??? Tips for the selection process ??? Script for orienting new employees ??? Training proposal 12/18250.