

# [Training for hrm assignment](https://assignbuster.com/training-for-hrm-assignment/)

Topics Employment Laws and Applications Job Analysis and Job Design Planning and Recruiting Selection Orientation and Solicitation Training and Development Evaluating Employee Performance Compensation Administration Incentive and Benefits Administration Labor Unions Negotiation and Collective Bargaining Health, Safety, and Appease Turnover, Discipline, and Exits Social Responsibility and Ethics Course Goals/Objectives The objectives for this course are to develop the participant’s appreciation and understanding of the role of Human Resource Management in the hospitality industry and to recognize the issues faced by Human Resource managers in recruiting, motivating and retaining employees. Program Goals This course fits into the overall program by covering a key component of the hospitality industry; the role of Human Resources in Hospitality, Recreation and Resorts.

Human Resource managers are often called upon to use critical honking to resolve the many issues that arise relative to a diversified workforce. Managers often face issues relative to ethics, labor laws, discrimination, and benefits coordination and must be able to communicate and collaborate effectively with others in order to perform their duties. Human Resource managers must also stay abreast of the latest trends by researching and comparing benefits that are being offered in other industries. Defending the decisions they make relative to employees, benefits, and enforcing rules and regulations is a normal part of their responsibilities. Students taking this course will be exposed to the kinds of decisions that managers are often called upon to make in this area of hospitality.

Student Learning Outcomes (Solo) As an outcome of this course each student should have acquired the knowledge, comprehension and skills needed to complete the following student learning objectives: 1 . Describe the EEOC, distinguish between EYE laws and affirmative action, and list major areas of EYE abuse and litigation. 2. Explain the importance Of job analysis and describe how the results of job analysis are used in job descriptions and job specifications. 3. Explain and apply methods for forecasting labor demand, and identify the advantages and disadvantages of internal and external recruiting. 4. Describe the importance of the selection process, and identify the types of selection errors and biases managers must overcome when interviewing job applicants. 5.

Explain the purpose of an orientation program, explain the importance of a solicitation program, and distinguish between a general property orientation and a specific job orientation. 6. Identify and describe the stages of the training cycle, and explain how a training needs assessment is developed and conducted. 7. Describe the functions of performance appraisals, and identify the principal types of rating systems used in appraising performance. 8. Describe types of compensation, and outline the major influences on compensation plans. 9. Outline the steps and identify options for establishing pay structures. 10. Summarize current issues in compensation administration. 11. Identify the characteristics and advantages of effective incentive programs. 12.

Describe four general categories of employee benefits and several factors to consider when developing benefit plans. 13. Outline the reasons employees join unions, analyze statistics of union membership, and describe how unions are adapting as they look to the future. 14. Identify mandatory, voluntary, and illegal collective bargaining issues and common economic and non-economic reasons behind bargaining. 15. Describe how managers should prepare for collective bargaining choose a negotiating team, and select a bargaining strategy. 16. Summarize the history, scope, and goal of the Occupational Safety and Health Act, and describe the enforcement of OSHA standards and requirements. 17.

Final Grade Determination -Scores will be weighted based on 100% Quizzes 130% Class Participation I Individual Project Group Project Weekly Assignments Assessment 115% I 115% Five Quizzes comprised of multiple choice and true and false questions will be given based on reading assignments from the text book. Quiz questions are directly tied to a competency that is identified in the course. Quiz dates are listed online under each week’s assignments. Please plan ahead the quizzes can only be taken during the time frame allotted which is Monday AM through Wednesdays MOM. Class participation will be measured by the quality ND content of a student’s contribution to weekly discussions and completion of assignments.

Students are required to post (participate) at least three times in every discussion this should include at least one comment on another students posting. A grading rubric will be used and is posted under the content tab. Two projects, one individual and one group will be determined during the first two weeks of the course. Both of these projects will be based on students being able to demonstrate their knowledge, comprehension and skills covering a range of competencies outlined on the Curriculum Map. A grading fabric will be used. Weekly Assignments covering vocabulary and case studies will be assessed for content, accuracy, and critical thinking. A drop box will be set up for each weekly assignment.

Please refer to the EWE Student Handbook for a list of behaviors that fall under the definition of academic misconduct. The handbook also outlines the penalties for academic misconduct and the due process procedures that must be followed. The Student Code of Conduct is posted at the following URL: http:// UHF. Deed/soar/ The LIFE Academic Misconduct Policy is posted at the following URL: http://UHF. Deed/academic/policies/misconduct/misconduct. CFML Additional Information on Plagiarism Your writing is your intellectual property. Guard it carefully. You could find yourself in the unpleasant position of trying to prove that you are the true author of this work.

Save preliminary drafts of your work, reading notes, data collection sheets, and copies of library sources you make while researching your paper. You may be asked to produce these if questions of authorship arise. Make back-up copies to protect your work from computer failures. Your Instructor reserves the right to submit written assignments to the Turning service or use other methods to evaluate the originality of the work submitted. Your Instructor will remove personal identifiers from any electronic files I submit to the Turning database for evaluation. Plagiarism is a serious violation of academic standards and will be punished severely.