

# Training for hrm assignment



**ASSIGN  
BUSTER**

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 Appense 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 | Individual Project Group Project Weekly  
Assignments Assessment 115% | 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

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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/](http://UHF.Deed/soar/) The LIFE Academic Misconduct Policy is posted at the following URL: <http://UHF. Deed/academic/policies/misconduct/misconduct. CFML>

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