

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

HUMAN RESOURCE CHANGE MANAGEMENT (8712)

CHECKLIST

SEMESTER: AUTUMN 2013

This packet comprises the following material:

1. Text Book
2. Course Outline
3. Assignment No. 1 and 2
4. Assignment Forms (2 sets)

In this packet, if you find anything missing out of the above-mentioned material, please contact at the address given below:

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Human Resource Change Management (8712)

Semester: Autumn, 2013

Level: MS (Management Sciences)

Total Marks: 100

Pass Marks: 50

GUIDELINES FOR ASSIGNMENT No. 1 & 2:

You should look upon the assignments as a test of knowledge, management skills, and communication skills. When you write an assignment answer, you are indicating your knowledge to the teacher:

- Your level of understanding of the subject;
- How clearly you think?
- How well you can reflect on your knowledge & experience?
- How well you can use your knowledge in solving problems, explaining situations, and describing organizations and management?
- How professional you are, and how much care and attention you give to what you do?

To answer a question effectively, address the question directly, bring important related issues into the discussion, refer to sources, and indicate how principles from the course materials apply. You must also be able to identify important problems and implications arising from the answer.

For citing references, writing bibliographies, and formatting the assignment, APA format should be followed.

ASSIGNMENT No. 1

(Units: 1–5)

- Q. 1 a) How TROPIC test can be used to assist the management of change? **(10)**
b) Discuss the role of human resource strategies in implementing change. **(10)**
- Q. 2 Describe organizational structure. How would you link organizational structure with change management? **(20)**

- Q. 3 What is meant by organizational structure? Describe the ways in which an organization can change its culture. (20)
- Q. 4 Differentiate between recruitment and selection process with suitable examples. Also discuss how recruitment and selection contributes towards organizational change? (20)
- Q. 5 Describe performance management and explain contribution of performance management to organizational change. (20)

ASSIGNMENT No. 2

(Units: 6–9)

Total Marks: 100

Pass Marks: 50

- Q. 1 Discuss the importance of human resource development by keeping in view the today's competitive business environment. (20)
- Q. 2 Differentiate between reward management and strategic reward management and discuss the role of reward management processes in changing employees' behavior. (20)
- Q. 3 How employee involvement helps in managing change? What is meant by managing the focus in employee relations? Also discuss the concept of managing change through employee involvement. (20)
- Q. 4 What is downsizing? Describe the management of change implications of downsizing in detail. (20)
- Q. 5 What is meant by change evaluation? Describe with suitable examples. How an organization can evaluate different types of changes? (20)

DETAILED COURSE OUTLINE

Unit No. 1 An Introduction to Managing Change

- 1.1 Forces of Change
- 1.2 Types of Change and Resistance to Change
- 1.3 TROPICS Test and Force Field Analysis
- 1.4 Change and Human Resource Strategies
- 1.5 Implementation and Impact of Change
- 1.6 Role of Human Resource Strategies in Implementing Change
- 1.7 Role of Human Resource Strategies in Implementing Change with Reference to Pakistan

Unit No. 2 Change Management and Organizational Structure

- 2.1 Meaning of Organizational Structure
- 2.2 Structural Change at Nation Wide
- 2.3 Organizational Structure and Strategic Change
- 2.4 HR Implications of Structural Choice and Change

Unit No. 3 Change Management and Organizational Culture

- 3.1 Introduction to Organizational Culture
- 3.2 Changes in Organizational Culture
- 3.3 Realignment of Organizational Culture
- 3.4 Changes in Organizational Culture with Reference to Pakistan

Unit No. 4 Change Management and Recruitment and Selection

- 4.1 Definitions of Recruitment and Selection
- 4.2 Models of Recruitment and Selection
- 4.3 Contribution of Recruitment and Selection to Organizational Change

Unit No. 5 Change Management and Performance Management

- 5.1 Definitions of Performance Management
- 5.2 Difference Between Performance Management and Performance Appraisal
- 5.3 Contribution of Performance Management to Organizational Change

Unit No. 6 Change Management and Human Resource Development

- 6.1 Meaning of Human Resource Development
- 6.2 Human Resource Development: Vital Component or Poor Relation of HR Change Strategies
- 6.3 Contribution of Human Resource Development to Organizational Change
- 6.4 Organizational Change with Reference to Pakistan

Unit No. 7 Change Management and Reward Management

- 7.1 Meaning of Reward Management
- 7.2 Strategic Reward Management
- 7.3 Using Rewards to Change Employees Behavior with Reference to Pakistan
- 7.4 Role of Reward Management Values in Changing Employees' Behavior
- 7.5 Role of Reward Management Structures in Changing Employees' Behavior
- 7.6 Role of Reward Management Processes in Changing Employees' Behavior
- 7.7 Applications of Strategic Reward Management

Unit No. 8 Employee Relations, Involvement Strategies, Down Sizing, and the Management of Change

- 8.1 Changing the Focus in Employee Relations
- 8.2 Managing Change Through Employee Involvement
- 8.3 Management of Change Implications of Downsizing

- 8.4 Management of Change Implications Arising from Alternative Organizational Strategies to Downsizing
- 8.5 Management of Change Implications Rising from Methods Used to Implement Downsizing
- 8.6 Management of Change Implications Arising from Impact of Downswing on those Who Survive the Process

Unit No. 9 Evaluating and Promoting Change

- 9.1 Approaches to Evaluating Change
- 9.2 From Evaluating to Promoting Change
- 9.3 Clarity of Purpose and Strategies
- 9.4 Gathering Data for Analysis
- 9.5 Analyzing and Feed Back

Recommended Books:

Thornhill, A., Lewis, P., Millmore, M., & Saunders, M. (2000). *Managing Change, a Human Resource Strategy Approach*. Delhi: Dowling Kindersley.

Paton, R. A., Paton, R., & McCalman, J. (2008). *Change Management, a Guide to Effective Implementation* (3rd ed.). Sage publications.

