

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

Course: Human Resource Management (9504)
Level: Post Graduate Diploma-HRM

Semester: Autumn, 2013

CHECKLIST

This packet comprises the following material:

1. Text Book
2. Assignment No. 1 and 2
3. Course Outlines
4. Assignment Forms (2 sets)
5. Schedule for submitting the assignments

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

The Mailing Officer
Mailing Section, Block # 28
Allama Iqbal Open University,
Sector H-8, Islamabad
Tel: (051-9057611, 9057612)

Ms. Beenish Ehsan
Course Coordinator

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

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 Management (9504)
Level: PGD-HRM

Semester: Autumn, 2013
Total Marks: 100
Pass Marks: 50

ASSIGNMENT No. 1
(Units: 1–5)

Note: Attempt all questions.

- Q.1 Discuss the human resource management process and highlight HR manager proficiencies. **(20)**
- Q.2 Compare and contrast training and development processes. Highlight with examples. **(20)**
- Q.3 Explain the different methods of HR planning and forecasting. **(20)**
- Q.4 What are the different types of performance appraisal? Discuss their merits and demerits. **(20)**
- Q.5 What is meant by employee commitment? Also explain the term layoff with suitable examples. **(20)**

ASSIGNMENT No. 2
(Units 1–9)

Total Marks: 100
Pass Marks: 50

This assignment is a research-oriented activity. You are required to submit a term paper and present the same in the workshop prior to the final examination. Presentation component is compulsory for all students. You will have to participate in the activity fully and prepare a paper of about 15 to 20 pages on the topic allotted to you. The students are required to prepare two copies of Assignment No. 2. Submit one copy to your teacher for evaluation and the second copy for presentation in the classrooms in the presence of your resource persons and classmates, which will be held at the end of the semester prior to final examination.

Include the following main headings in your report:-

- a) Introduction to the topic
- b) Important sub-topics
- c) Practical aspects with respect to the topic
- d) Review of theoretical and practical situations

- e) SWOT analysis of the organization with respect to your topic
- f) Conclusions and recommendations
- g) Annex, if any

You must use transparencies, charts or any other material for effective presentation. You are also required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is D-3427185 then you will select topic No.5 (the last digit):-

Topics

- 0) On the Job Training
- 1) HR Planning and Forecasting
- 2) Realistic Appraisals
- 3) Employee Commitment
- 4) Workforce Diversity
- 5) Employees Orientation
- 6) Managing Promotion and Transfers
- 7) Employee Incentives
- 8) Non Monetary Benefits
- 9) Unions and Labor Laws

Detailed Course Outline (Course Code: 9504)

UNIT 1 Human Resource Management Concepts

- 1.1 Importance of Human Resource management
- 1.2 Line and Staff Aspects of HRM
- 1.3 The New HR Manager proficiencies
- 1.4 HR Certification
- 1.5 HR and Technology
- 1.6 HR and Competitive Advantage
- 1.7 The HR Scorecard Approach

UNIT 2 Planning, Recruitment and Selection

- 2.1 Job Analysis
- 2.2 Personnel Planning and Recruiting
- 2.3 Employee Testing and Selection
- 2.4 Basic Testing Concepts
- 2.5 Types of Tests
- 2.6 Types of Interviews
- 2.7 Designing and Conducting the Effective Interview

UNIT 3 Training and Development

- 3.1 Training and Developing Employees
- 3.2 Orienting employees
- 3.3 The Training Process
- 3.4 Training Methods
- 3.5 Evaluating the Training Effort

UNIT 4 Performance Management

- 4.1 Basic Concepts in Performance Appraisal and Performance Management
- 4.2 An introduction to Appraising Performance
- 4.3 Steps in Appraising Performance

- 4.4 Appraising Performance: Problems and solutions
- 4.5 The Appraisal interview

UNIT 5 Managing Careers

- 5.1 The Basics of Career management
- 5.2 Careers Today
- 5.3 Career Development
- 5.4 Roles in Career Development
- 5.5 Managing Promotions and Transfers
- 5.6 Career Management and Employee Commitment

UNIT 6 Compensation

- 6.1 Steps in Establishing Pay Rates
- 6.2 Pricing Managerial and Professional Jobs
- 6.3 Competency-Based Pay
- 6.4 Pay for Performance and Financial Incentives
- 6.5 Benefits and Services

UNIT 7 Labor Management Relations

- 7.1 The Labor Movement
- 7.2 Unions and Law
- 7.3 The Collective Bargaining Process
- 7.4 Grievances
- 7.5 The Union movement – Today and Tomorrow

UNIT 8 Ethics, Justice, Fair Treatment and Health and Safety of Employees

- 8.1 Ethics and Fair Treatment at Work
- 8.2 What shapes Ethical behavior at Work?
- 8.3 The Role of HR Management in Fostering Ethics and Fair Treatment
- 8.4 Safety laws
- 8.5 Management Commitment and Safety
- 8.6 How to Prevent Accidents?
- 8.7 Workplace Health Hazards – Problems and Remedies

UNIT 9 Managing Global Human Resource

- 9.1 HR and the Internationalization of Business
- 9.2 The HR Challenges of International Business
- 9.3 How Inter-Country Differences Affect HRM?
- 9.4 Global Differences and Similarities in HR Practices
- 9.5 International Staffing: Home or Local?
- 9.6 Off-shoring
- 9.7 Values and International Staffing Policy

Recommended Books:

- Dessler, G. (2010). Human Resource Management. UK: Pearson/Prentice-Hall.
Cascio, W. (2010). Managing Human Resources. UK: McGraw Hill.
Dessler, G. (2010). Human Resource Management. UK: Pearson/Prentice-Hall.
Sims, R. (2009). Organizational Success through Effective Human Resources Management. London: Quorum Books, Westport.

