

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

Course: Human Resource Management (527/5532)
Level: MBA 02 Years (old scheme)

Semester: Spring, 2014

CHECKLIST

This packet comprises the following material:

1. Text Book
2. Course Outline
3. Assignment No.1 and 2
4. Assignment Forms (02 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:

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(Department of Business Administration)

WARNING

1. PLAGIARISM OR HIRING OF OTHER WRITER(S) FOR SOLVING THE ASSIGNMENT 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'.

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Level: MBA 02 Years (Old Scheme)

Semester: Spring, 2014
Total Marks: 100
Pass Marks: 40

ASSIGNMENT No. 1

Units (1-5)

Note: Attempt all questions.

- Q. 1 Compare and contrast training and development processes. Highlight with examples. **(20)**
- Q. 2 Explain the following with examples: **(20)**
- (a) Employee Career Management
 - (b) Layoffs
 - (c) HR and Competitive Advantage
- Q. 3 What are the different types of performance appraisal systems? Discuss their merits and demerits of each type with examples. **(20)**
- Q. 4 Higher employee commitment leads to enhance organizational performance, discuss. **(20)**
- Q. 5 What is forecasting? Is the concept of planning and forecasting realistic in today's dynamic environment. **(20)**

ASSIGNMENT No. 2

Total Marks: 100

Pass Marks: 40

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the topic allotted to you to be submitted to your teacher for evaluation.

You are required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is P-3427180 then you will select topic # 0 (the last digit): -

Topics:

- | | | |
|----|-------------------------------------|---|
| 0) | n the Job Training | O |
| 1) | rievance Handling Procedures | G |
| 2) | orkplace Safety | W |
| 3) | on Monetary Benefits | N |
| 4) | orkforce Diversity | W |
| 5) | exual Harassment | S |
| 6) | realistic Appraisals | R |
| 7) | ayoffs and its Effect on Motivation | L |
| 8) | 80 Degree Feedback | I |
| 9) | nions and Labor Laws | U |

The report should follow the following format:

- | | | |
|----|-----------------|---|
| 1) | itle page | T |
| 2) | cknowledgements | A |

3)	n abstract (one page summary of the paper)	A
4)	able of contents	T
5)	ntroduction to be topic (brief history & significance of topic assigned)	I
6)	ractical study of the organization (with respect to the topic)	P
7)	ata collection methods	D
8)	WOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned	S
9)	onclusion (one page brief covering important aspects of your report)	C
10)	ecommendations (specific recommendations relevant to topic assigned)	R
11)	ferences (as per APA format)	R
12)	nnexes (if any)	A

GUIDELINES FOR ASSIGNMENT No. 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuations)
- Professionalism (readability and general appearance)
- Do more than repeat the text
- Express a point of view and defend it.

WORKSHOPS

The workshop presentations provide students opportunity to express their communication skills, knowledge & understanding of concepts learned during practical study assigned in assignment # 2.

You should use transparencies and any other material for effective presentation. The transparencies are not the presentation, but only a tool; the presentation is the combination of the transparencies and your speech. Workshop presentation transparencies should only be in typed format.

The transparencies should follow the following format:

- | | | |
|----|---|---|
| 1. | Title page | T |
| 2. | Executive abstract (one page summary of the paper) | A |
| 3. | Introduction to the topic (brief history & significance of topic assigned) | I |
| 4. | Practical study of the organization (with respect to the topic) | P |
| 5. | Data collection methods | D |
| 6. | SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned | S |
| 7. | Conclusion (one page brief covering important aspects of your report) | C |
| 8. | Recommendations (specific recommendations relevant to topic assigned) | R |

GUIDELINES FOR WORKSHOP PRESENTATION:

- Make eye contact and react to the audience. Don't read from the transparencies or from report, and don't look too much at the transparencies (occasional glances are acceptable to help in recalling the topic to cover). M
- 15-minute presentation can be practiced several times in advance, so do that until you are confident enough. Some people also use a mirror when rehearsing as a substitute for an audience. A

WEIGHTAGE OF THEORY & PRACTICAL ASPECTS IN ASSIGNMENT # 2 & WORKSHOP PRESENTATIONS

Assignment # 2 & workshop presentations are evaluated on the basis of theory & its applicability. The weightage of each aspect would be:

Theory:	60%
Applicability (practical study of the organization):	40%

HUMAN RESOURCE MANAGEMENT
Course Outline (527)

Unit No.1: Introduction to Human Resource Management

- 1.1 Role of Human Resource Management:
 - 1.1.1 Human Resource Management Process
 - 1.1.2 Line and Staff Aspects of HRM
 - 1.1.3 HR Manager Proficiencies
 - 1.1.4 Employment Law

- 1.1.5 HR and Technology
- 1.2 Human Resource Management
 - 1.2.1 Types of Strategic Plans
 - 1.2.2 Achieving Strategic Fit
 - 1.2.3 HR and Competitive Advantage

Unit No.2: Recruitment and Selections

- 2.1 Job Analysis
- 2.2 HR Planning and Recruitment
 - 2.2.1 Planning and Forecasting
 - 2.2.2 Sources of Candidates
 - 2.2.3 Workforce Diversity
- 2.3 Employee Selection Process

Unit No.3: Training and Development

- 3.1 Training and Development of Employees:
 - 3.1.1 Employees Orientation
 - 3.1.2 Training Process:
 - 3.1.2.1 Strategic Context of Training
 - 3.1.2.2 Training and Development Process
 - 3.1.2.3 Motivation, Training, and Learning
- 3.2 Training Methods:
 - 3.2.1 On-the-Job Training
 - 3.2.2 Off-the-Job Training
- 3.3 Evaluating Training Efforts

Unit No.4: Performance Appraisal and Performance Management

- 4.1 Performance Appraisal and Performance Management
 - 4.1.1 Comparing Performance Appraisal and Performance Management
 - 4.1.2 Employee's Goals and Work Efforts
- 4.2 Aspects of Performance Appraisal:
 - 4.2.1 Realistic Appraisals
 - 4.2.2 Steps in Appraising Performance
 - 4.2.3 Types of Performance Appraisals and its Merits & Demerits

Unit No.5: Career Management

- 5.1 Basics of Career Management
- 5.2 Roles in Career Development
- 5.3 Managing Promotions and Transfers
- 5.4 Employees Commitment
- 5.5 Layoffs

Unit No.6: Compensation

- 6.1 Establishing Pay Plans
- 6.2 Pay for Performance and Financial Incentives
 - 6.2.1 Employee Incentives
 - 6.2.2 Incentives for Managers and Executives
 - 6.2.3 Team/Group Variable Pay Incentive Plans
 - 6.2.4 Organization-Wide Variable Pay Plans
- 6.3 Benefits:
 - 6.3.1 Monetary & Non-Monetary Benefits

Unit No.7: Labor Relations and Collective Bargaining

- 7.1 Labor Movements:
 - 7.1.1 Brief History of Unions
 - 7.1.2 Role of Unions
- 7.2 Unions and Labor Law
- 7.3 Collective Bargaining Process:
 - 7.3.1 Collective Bargaining
 - 7.3.2 Negotiating Team
 - 7.3.3 Bargaining Items
 - 7.3.4 Bargaining Stages
 - 7.3.5 Contract Agreement
- 7.4 Grievances:
 - 7.4.1 Sources of Grievances
 - 7.4.2 Grievance Procedure
 - 7.4.3 Guidelines for Handling Grievances

Unit No.8: Ethics, Justice, Safety and Health Issues

- 8.1 Ethics and Justice at Work:
- 8.2 Role of HR Management in Fostering Ethics and Fair Treatment:
- 8.3 Safety Laws
- 8.4 Management Commitment and Safety
- 8.5 Preventing Accidents
- 8.6 Work-Place Health Hazards – Problems and Remedies

Unit No.9: Managing Global Human Resources

- 9.1 HR and Internationalization of Business:
 - 9.1.1 HR Challenges of International Business
 - 9.1.2 Impact of HRM on Inter-Country Differences
- 9.2 HR Practices in a Global Context

Recommended Books:

- Dessler, G. (2010). *Human Resource Management*. UK: Pearson/Prentice-Hall.
- Legge, Karen. (2008). *Human Resource Management. Rhetoric and Realities*, UK: Pearson/Prentice-Hall.
- Armstrong, Michael. (2010). *A Handbook of Human Resource Management*. UK: McGraw Hill.
- Cascio, W. (2010). *Managing Human Resources*. UK: McGraw Hill.
- Sims, R. (2009). *Organizational Success through Effective Human Resources Management*. London: Quorum Books, Westport.