



Course Syllabus

Course Code	Course Title	ECTS Credits
MGT-481	Human Resource Management	6
Prerequisites	Department	Semester
None	Management	Fall/Spring
Type of Course	Field	Language of Instruction
Elective	Management	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Prof. Maria P. Michailidis	4 th
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

The main objectives of the course are to:

- Demonstrate an overview of main concepts on managing Human Resources issues related to organizations.
- Demonstrate ways of improving organizations' market place position from a Human Resources perspective at local and international domains.
- Discuss the importance of assessing and measuring of the effectiveness of Human Resources.
- Analyze the importance of creativity and Innovation in Human Resources.
- Analyze the importance of innovation in Human Resources.
- Discuss the importance of different change tactics in Human Resources to prepare for the future.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. **develop** strategic recruitment/selection policies and practices;
2. **perform** an effective job analysis;
3. **prepare** a job description;
4. **prepare** a job specification;
5. **develop** effective job design processes and procedures;
6. **prepare and perform** effective selection interviews;

7. **perform** a training needs analysis;
8. **develop and implement** effective training programmes;
9. **evaluate** jobs in order to determine salary/wage scales;
10. **develop and implement** effective performance criteria in order to perform appraisals;
11. **develop and implement** effective disciplinary processes and procedures;
12. **manage** employer/employee negotiations so as to avoid conflict situations in the workplace;
13. **analyze** health and safety issues in the workplace for better employee performance;
14. **evaluate** the legal environment and its impact on the workplace;
15. **manage** people in an increasingly global work environment.

Course Content:

1. **Human Resources (HR) Challenges:** themes, concepts and issues, and the human resource challenges facing organizations today;
2. **The Legal Environment:** the legislative 'minefield' impacting the effective management of people in the workplace;
3. **Planning:** how to ensure that the right people are in the right place at the right time;
4. **Recruitment and Selection:** effective strategies and policies for finding; placing and retaining people;
5. **Organizational Design:** designing jobs to ensure that people are provided with a safe and performance-enhancing environment;
6. **Training and Development:** performing a needs analysis and designing effective training and development policies and practices;
7. **Managing and Improving Performance:** effective feedback and performance evaluation processes and procedures which will improve individual and organizational performance;
8. **Compensation and Incentives:** designing and implementing reward structures which motivate people for optimum performance;
9. **Employee Relations:** designing and implementing systems and structures to facilitate the relationships that contribute to effective organizational performance;
10. **Health and Safety:** ensuring that the workplace provides a safe environment for its workforce;
11. **Global HR:** developing an awareness of the pitfalls of managing a globalized workforce.

Learning Activities and Teaching Methods:

Faculty Guest-Lectures Seminars, Directed and Background Reading, Case Study Analysis, Academic Paper Discussion, Simulations, Student-led Presentations.

Assessment Methods:

Project, Presentations, Final Examination

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Fundamentals of Human Resource Management, 3 rd Ed.	Dessler, G.	Pearson	2013	9781292023700
Maximizing People Potential (e book)	Lesley Sage, Lynne Walley	Bookboon	2014	9788740306248

Recommended Textbooks / Readings:

- The Journal of Human Resource Management
- Global Journal of Human Resource Management
- Society for Human Resource Management