

University of Nicosia, Cyprus

Course Code MGT-481	Course Title Human Resource Management	Credits (ECTS) 6
Department Management and MIS	Semester Fall, Spring	Prerequisites Senior Standing
Type of Course Required	Field Business	Language of Instruction English
Level of Course 1 st Cycle	Year of Study 3/4	Lecturer Panayiotis Constanti
Mode of Delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The main objectives of the course are to facilitate:

- collection and analysis of data for the purpose of resolving issues directly related to human resource management;
- development of intrapersonal and interpersonal skills;
- confidence when interacting with others in a number of organizational settings;
- communication, both orally and in writing;
- problem – solving;
- effective use of resources in order to ‘learn how to learn.’

Learning Outcomes:

After completion of the course students should 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. **utilize** employee associations for better business results
13. **manage** employer/employee negotiations so as to avoid conflict situations in the workplace
14. **analyze** health and safety issues in the workplace for better employee performance
15. **evaluate** the legal environment and its impact on the workplace.

Course Content:

- **HR Challenges:** themes, concepts and issues, and the human resource challenges facing organizations today.
- **The Legal Environment:** the legislative ‘minefield’ impacting the effective

management of people in the workplace.

- **Planning:** how to ensure that the right people are in the right place at the right time.
- **Recruitment and Selection:** effective strategies and policies for finding; placing and retaining people.
- **Organizational Design:** designing jobs to ensure that people are provided with a safe and performance-enhancing environment.
- **Training and Development:** performing a needs analysis and designing effective training and development policies and practices.
- **Managing and Improving Performance:** effective feedback and performance evaluation processes and procedures which will improve individual and organizational performance.
- **Compensation and Incentives:** designing and implementing reward structures which motivate people for optimum performance.
- **Employee Relations:** designing and implementing systems and structures to facilitate the relationships that contribute to effective organizational performance.
- **Health and Safety:** ensuring that the workplace provides a safe environment for its workforce.

Learning Activities and Teaching Methods:

Lectures, Case Studies Analysis and Discussion, Academic/Industry Journals Paper Discussions, In-Class Exercises, and Presentations.

Assessment Methods:

Class activities, Role-Play, Homework, Project, Mid-Term, and Final Exam.

Required Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Noe, R. A., Hollenbeck, J. R., Gerhart, B. & Wright, P. M	Fundamentals of Human Resource Management	McGraw-Hill	2007, 2 nd ed.	9780071107075

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Bloisi, W.	An Introduction to HRM	McGraw-Hill	2007	0077109686
Foot, M. & Hook, C.	Introducing HRM	Prentice-Hall	2005	0273681745