



Course Syllabus

Course Code	Course Title	ECTS Credits
MGT-482DL	Human Resource Management	6
Prerequisites	Department	Semester
None	Management	Fall/Spring
Type of Course	Field	Language of Instruction
Required	Management	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Dr Evie Michailidis	1 st
Mode of Delivery	Work Placement	Corequisites
Distance Learning	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:

Asynchronous video presentations (teaching material with PowerPoint presentations will be uploaded and viewed online), synchronous meetings (WebEx), forum discussions, case studies and other assessments.

Assessment Methods:

Small Assessments, Participation/Attendance, Test, Final Examination
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Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Human Resource Management, Global Edition, 16 th Ed.	Gary Dessler	Pearson	2020	978-1292309125
The Psychology of Work and Organisations	S. Woods & M. West	SouthWestern	2010	9781408018866
Information Resources Management Association, 1 st Ed.	Human Resources Management Set: Concepts, Methodologies, Tools and Application	IGI Global	2012	978-1466616011

Web Sources:

Human Resource Management Journal:
<https://onlinelibrary.wiley.com/journal/17488583>

The international Journal of Human Resource Management:
<https://www.tandfonline.com/toc/rijh20/current>