COORDINATION HUMAN RESOURCE FUNCTIONS
UNIT CODE: BUS/OS /BM/CR/01/5/A

Relationship to Occupational Standards:
This unit addresses the unit of competency: Coordinate human resources functions

Duration of Unit: 120 Hours

Unit Description
This unit specifies the competencies required to coordinate human resources functions. It involves undertaking operational planning and job and resource allocation, implementing departmental teamwork strategy, monitoring team performance, appraising, rewarding and penalizing employee performance, preparing performance improvement plan, involves maintaining organizational culture, coordinating organization change and preparing departmental team report.

Summary of Learning Outcomes
1   Undertake operational planning
2   Allocate departmental jobs and resources
3   Implement departmental Teamwork Strategy
4   Monitor team performance
5   Appraise employee performance
6   Rewards/penalize employees' performance
7   Prepare performance improvement plan
8   Maintain organizational culture
9   Coordinate organization change
10 Prepare departmental team report

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Undertake operational planning	- Obtaining operational plan from strategic plan - Identifying required resources - Preparing and approving operational. - Obtaining funds	- Written - Oral - Project
2. Allocate departmental jobs and resources	- Identifying duties to be performed - Selecting employees. - Assigning roles - Allocating resources	- Written - Oral - Projects

Learning Outcome	Content	Suggested Assessment Methods
3. Implement departmental Teamwork Strategy	• Determining teamwork benefits • Managing teamwork stages • Establishing team building process • Establishing teamwork rewards • Reviewing teamwork strategies	• • Written • Oral • Project
4. Monitor team performance	• Setting performance plans for the team • Monitoring teams' progress • Determining team work strategies • Carrying out employees' periodic rating. • Rewarding teams • Preparing employees team improvement plan	• Written • Oral • Practical
5. Appraise employee performance	• Carrying out employee appraisal • Carrying out training needs assessment • Identifying gaps on areas of competence • Carrying out training on identified gaps • Carrying out professional development of HR • Determining HR training and development cost • Carrying out employees' training	• Written • Oral • Project
6. Rewards/penalize employees performance	• Determining employee motivation • Setting organizational motivation parameters • Recognizing and awarding employees • Determining innovations awards • Carrying out innovations vetting	• Written • Oral • Project

Learning Outcome	Content	Suggested Assessment Methods
	• Presenting awards	
7. Prepare Performance Improvement plan	• Analysing reports of employee appraisal • Identifying and categorizing areas of employee improvement • Determining methods of employee improvement • Identifying employee's performance resources • Developing monitoring and evaluating procedures for improvement	• Written • Oral
8. Maintain Organizational Culture	• Building Organization culture • Establishing culture behaviour • Managing employee grievances • Carrying out employee discipline	• • Written • Oral • Project
9. Coordinate Organization Change	• Preparing change management plan. • Undertaking change management process • Reviewing reorganization of work culture	• Written • Oral • Project
10. Prepare departmental team report	• Comparing teams output with departmental targets • Determining variation from plans • Undertaking review of departmental team strategy • Preparing departmental team report	• • Written • Oral

Suggested Methods of Instruction
- Instructor led facilitation
- Demonstration by trainer
- Practical work by trainee
- Videos
- Group work and presentation

- Guest speakers

Recommended Resources

- Writing materials
- Developed questionnaires
- Tablets
- Computers
- Cameras
- Mobile phones
- Projectors
- Format templates
- Company operating procedures
- Industry/workplace codes of practice
- Organization policies
- Legal regulations and requirements