

## **THEORY AND PRACTICE OF HUMAN RESOURCE(162HRS)**

### **Introduction**

This module is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her understand the practice of human resource management.

### **General Objectives**

By the end of this module unit, the trainee should be able to:

- a) Demonstrate competence in performance appraisal and compensation practices..
- b) Appreciate the role of employee welfare health and safety programmes in an organisation.
- c) Appreciate the importance of employee counselling
- d) Understand international human resource management trends.

### **Module Unit Summary and Time Allocation**

<b>Code</b>	<b>Sub-Module Units</b>	<b>Content</b>	<b>Time (Hours)</b>
12.2.1	Performance appraisal	<ul style="list-style-type: none"><li>• Concept of performance appraisal.</li><li>• Purpose of performance appraisal</li><li>• Methods of conducting performance appraisal</li><li>• Benefit of performance appraisal tools.</li><li>• Challenges of performance appraisal.</li></ul>	<b>19</b>
12.2.2	Training	<ul style="list-style-type: none"><li>• Concept of training</li><li>• Components of training</li><li>• Types of training</li><li>• Importance of training</li></ul>	<b>12</b>
<b>12.2.3</b>	remuneration	<ul style="list-style-type: none"><li>• Concept of remuneration</li><li>• Elements of a remuneration policy</li><li>• Types of remuneration systems</li><li>• Factors influencing remuneration</li><li>• Principles of wages and salary adimination</li><li>• Statutory deductions</li></ul>	<b>20</b>

		<ul style="list-style-type: none"> <li>• Types of pay structures</li> </ul>	
<b>12.2.4</b>	Staff welfare benefits	<ul style="list-style-type: none"> <li>• Concepts of staff welfare and benefits</li> <li>• Staff welfare and benefit policy</li> <li>• Welfare and benefit schemes</li> <li>• Procedure for administration staff insurances schemes</li> <li>• Procedures for administration of retirement benefit schemes.</li> </ul>	<b>16</b>
<b>12.2.5</b>	Health and safety	<ul style="list-style-type: none"> <li>• Importance of health and safety programmes in an organisation.</li> <li>• Healthy and safety hazards in an organisation</li> <li>• Health and safety measures</li> </ul>	<b>15</b>
<b>12.2.6</b>	Employee separation	<ul style="list-style-type: none"> <li>• Concept of separation</li> <li>• Separation methods</li> <li>• Separation process</li> <li>• Factors leading to employee separation.</li> </ul>	<b>16</b>
<b>12.2.07</b>	Employee counselling	<ul style="list-style-type: none"> <li>• Concept of counselling</li> <li>• The counselling process</li> <li>• Consideration in a counselling process</li> <li>• Skills of a counsellor</li> <li>• Employee conditions that may give rise to the need for counselling.</li> </ul>	<b>16</b>
<b>12.2.8</b>	International human resource management	<ul style="list-style-type: none"> <li>• Concept of international human resource management</li> <li>• Characteristics of international human resource</li> <li>• Human resource</li> </ul>	<b>18</b>

		management in challenges in international business	
<b>Total</b>		<ul style="list-style-type: none"><li>• Managing the challenges</li></ul>	

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