

7.0 FOUNDATION OF HUMAN RESOURCE MANAGEMENT

180 HOURS

7.01 Introduction

This module is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her understand the foundations of Human Resource Management.

7.02 General Objectives

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

- a) Appreciate job analysis, recruitment and selection processes
- b) Understand the human resource policies in an organization
- c) Familiarize himself/ herself with emerging issues and trends in job analysis, human resource records, recruitment and selection.

CODE	SUB-MODULE UNITS	CONTENT	THEORY (HOURS)	PRACTICE (HOURS)	TOTAL HOURS
7.1.1	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none">• Meaning of human resource management• Evolution of Human Resource Management• Differences between Personnel Management and Human Resource Management• Unique features of Human Resource Management	11	7	18
7.1.2	ROLE OF HUMAN RESOURCE MANAGEMENT IN AN ORGANIZATION	<ul style="list-style-type: none">• Structure of Human Resource Department in an Organization• Functions of Human Resource Management	11	7	18

		<p>Department in an Organization</p> <ul style="list-style-type: none"> • Role of Human Resource practioner in an Organization 			
7.1.3	HUMAN RESOURCE POLICIES	<ul style="list-style-type: none"> • Meaning of Human Resource policy • Importance of Human Resource policies. • Areas covered by Human Resources policies 	10	6	16
7.1.4	HUMAN RESOURCE RECORDS	<ul style="list-style-type: none"> • Uses of Human Resource Records • Types of Human Resource Records • Computerized Human Resource Records • Importance of Human Resource Records Information Systems • Identification of emerging issues and trends in Human Resource Records 	13	8	21
7.1.5	JOB ANALYSIS	<ul style="list-style-type: none"> • Meaning of job analysis • Importance of job analysis • Process of job analysis • Techniques for collecting data for job analysis • Contents of Job Description and Job Specification 	16	10	26

7.1.6	HUMAN RESOURCE PLANNING	<ul style="list-style-type: none"> • Importance of Human Resource Planning • Factors considered in forecasting Human Resource requirements • Human resource planning process 	11	7	19
7.1.7	RECRUITMENT	<ul style="list-style-type: none"> • Importance of Recruitment • Components of Recruitment policy • Sources of candidates • Recruitment process • Emerging issues and trends in recruitment 	13	8	21
7.1.8	SELECTION	<ul style="list-style-type: none"> • Meaning of selection • Selection process • Selection methods • Emerging issues and trends in selection 	11	7	19
7.1.9	PLACEMENT AND INDUCTION	<ul style="list-style-type: none"> • Meaning of placement • Importance of appropriate employee placement • Meaning of employee induction • Steps in induction process • Components of employee induction program 	14	10	24