

ITEM		
1. Title of subject	Managing Human Resource II	
2. Subject code	DBA 207	
3. Status of subject	Compulsory	
4. Stage	Diploma	
5. Credit Hours	Three (3)	
6. Pre-Requisite	None	
7. Assessment	30% Coursework 70% Final Examination	
8. Semester	Semester 5	
9. Objective of subject	To examine the candidate's knowledge and understanding of human resource principles and techniques and their application to differing organisational situation.	
10. Synopsis of subject	This subject covers the different human resources functions in detail.	
Week 1 & 2	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Performance Appraisal</li> <li>- Appraisal process</li> <li>- Raters in appraisal</li> <li>- Problems in appraisal</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the process of performance appraisal on the whole.</li> </ul> <p>Activity: Lecture, Classroom discussion</p> <p>Further reading for this lesson: Dessler, Chapter 3</p>	6

<p>Week 3 &amp; 4</p>	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Compensation and Rewards</li> <li>- Components of compensation system</li> <li>- Objectives of compensation management</li> <li>- Types of rewards</li> <li>- Characteristics of rewards</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the compensation packages in organisations today.</li> <li>• Analyse the reasons for effective compensation management.</li> </ul> <p>Activity: Lecture, Classroom discussion</p> <p>Further reading for this lesson: Dessler, Chapter 12</p>	<p>6</p>
<p>Week 5 &amp; 6</p>	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Training and Development</li> <li>- Changes affecting T&amp;D</li> <li>- The T&amp;D process</li> <li>- T&amp;D techniques</li> <li>- Evaluation of training effectiveness</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Comprehend the training and development process.</li> <li>• Identify factors affecting the training process.</li> <li>• Demonstrate the techniques of training used.</li> </ul> <p>Activity: Lecture, Classroom discussion, Case study</p> <p>Further reading for this lesson: Dessler, Chapter 7</p>	<p>6</p>
<p>Week 7</p>	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Staff retention</li> <li>- Impact of staff turnover</li> <li>- Retention strategies</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the meaning of staff retention</li> <li>• Discuss the impact and ways to retain staff.</li> </ul> <p>Activity: Lecture, Classroom discussion, Quiz</p>	<p>3</p>

	Further reading for this lesson: Torrington, et al., Chapter 13	
Week 8	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Ending the Contract</li> <li>- Unfair dismissal</li> <li>- Constructive dismissal</li> <li>- Compensation for dismissal</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Identify the types of employee dismissal.</li> <li>• Discuss the implications associated with unfair dismissal.</li> <li>•</li> </ul> <p>Activity: Lecture, Classroom discussion</p> <p>Further reading for this lesson: Torrington, et al., Chapter 14</p>	3
Week 9 & 10	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Grievance and discipline</li> <li>- The Milgram experiment of obedience</li> <li>- Framework of organisational justice</li> <li>- Grievance procedure</li> <li>- Disputes</li> </ul> <p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Comprehend the entire framework of organisational justice.</li> <li>• Compare procedures for grievances and disputes in organisations.</li> </ul> <p>Activity: Lecture, Classroom discussion</p> <p>Further reading for this lesson: Torrington, et al., Chapter 32</p>	6
Week 11 & 12	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Industrial Relations</li> <li>- Nature of conflicts in organisations</li> <li>- Trade unions</li> <li>- Collective bargaining process</li> <li>- Collective agreement</li> </ul>	6

	<p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the workings of a trade union.</li> <li>• Discuss the collective bargaining process.</li> <li>• Analyse the contents of the collective agreement.</li> </ul>		
	<p>Activity: Lecture, Classroom discussion, Quiz</p>		
	<p>Further reading for this lesson: Dessler, Chapter 14</p>		
Week 13 & 14	<p>Topic:</p> <ul style="list-style-type: none"> <li>• Global Human Resource Management</li> <li>- Effects of internationalisation on HRM practices</li> <li>- International HRM function</li> <li>- Repatriation</li> </ul>		6
	<p>Learning Outcomes: On successful completion of the topic, students will be able to:</p> <ul style="list-style-type: none"> <li>• Compare HRM functions from the global perspectives.</li> </ul>		
	<p>Activity: Lecture, Classroom discussion</p>		
	<p>Further reading for this lesson: Dessler, Chapter 16</p>		
	<p>Total</p>		42
12. Text	Compulsory	Dessler, G. (2005). <i>Human Resource Management</i> (10 <sup>th</sup> ed.). Prentice Hall Inc.	
	Reference	<p>(1) Beardwell, I., &amp; Holden, L. (2000). <i>Human Resource Management: A Contemporary Approach</i>. Prentice Hall.</p> <p>(2) Torrington, D., Hall, L., &amp; Taylor, S. (2002). <i>Human Resource Management</i>. UK: Prentice Hall.</p>	