



HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGEMENT IS THE STRATEGIC APPROACH TO EFFECTIVELY AND EFFICIENTLY MANAGING PEOPLE IN A COMPANY OR ORGANIZATION TO HELP THEIR BUSINESS GAIN A COMPETITIVE ADVANTAGE.

HRM HELPS A COMPANY ACHIEVE ITS OBJECTIVE FROM TIME TO TIME BY CREATING A POSITIVE ATTITUDE AMONG WORKERS, REDUCING WASTE, AND MAXIMIZING RESOURCE USE

The course structure

PCHRM is divided into twelve instructional units, each representing a different set of human resource management functions. This course uses lectures, class discussions, case analyses, assignments, recommended videos, assessments, and reading.

Unit-01: Introduction Human Resource Management

The first unit focuses on identifying what the personnel and human resource functions are all about. It explores the typical responsibilities of HR departments and how they are affected by the corporate culture, environmental forces, and government regulations. It also introduces the topics of HRM objectives, HRM practice, and HRM challenges.

Unit-02: HRM Planning

Human Resource Planning (HRP) is forecasting the organization's future human resource requirements and determine how the organization's existing human resource capacity can be utilized to fulfill these requirements. It, thus, focuses on the basic economic concept of demand and supply in context to the human resource capacity of the organization.

Unit-03: Recruitment and Selection

Recruitment aims at identifying and attracting the most significant possible number of qualified applicants to hire for each job. Finding and hiring the right people is often cited as the number one concern of businesses today. The successful recruitment and selection employ talented people who enable the organization to achieve its strategic goals.

Unit-04: Performance Management

Once a company hires good employees, the next step that successful people managers take is to develop the full potential of their employees. Performance management is a process that helps managers achieve the goal of getting the best from their employees. Skills and critical strategies are essential to developing hired employees to attain department and organizational goals. These skills will include setting clear expectations, providing positive and corrective feedback, and delivering an effective performance appraisal. A sound performance management system is fair to the employee while also serving the goals and interests of the organization.

The course structure

Unit-05: Compensation and Reward Management

Compensation and rewards are the results that the employees receive in return for their work. Compensation includes bonuses, profit sharing, overtime pay, recognition rewards, sales commission, etc. Compensation can include non-monetary perks like a company-paid car, housing, and stock opportunities. Compensation is a vital part of human resource management, which helps in encouraging the employees and improving organizational effectiveness.

Unit-06: Leadership and Motivation

From this module, you will better understand the leadership process, supervisors' role as leaders, and how effective leadership affects employees and the organization.

Unit-07: Training and Development

Employee training and development is another crucial HR function. This unit focuses on deciding who is to be trained, what to be taught, and how practical the training was for the employee and her/his organizational component. Training and development programs must match the types of employees with specific skill deficiencies and new skills anticipated to be needed by the organization.

Unit-08: Employee/ Industrial Relations

The relationship between the employer and the employee is termed industrial relations. The labor-management relationship is a compassionate and complex aspect influenced by organizational culture, management attitude, unions, employment conditions, grievance-handling systems, dispute settlement procedures, the efficacy of rules, etc.

Unit-09: Change Management

Change management is the systematic approach and application of knowledge, tools, and resources to deal with change. It involves defining and adopting corporate strategies, structures, procedures, and technologies to handle changes in external conditions and the business environment. The primary goal of change management is to successfully implement new processes, products, and business strategies while minimizing adverse outcomes.

The course structure cont.

Unit-10: Grievance Handling and Counselling

Grievance handling is the management of employee dissatisfaction or complaints (e.g., favoritism, workplace harassment, or wage cuts). By establishing formal grievance handling procedures, a company provides a safe environment for its employees to raise their concerns and a channel to explain policies and rationale for actions or decisions. Counseling is a method of understanding and helping people with technical, personal and emotional, or adjustment problems that usually have dynamic contents that an employee has the objective of reducing so that performance is maintained at an adequate level or even improved upon.

Unit-11: IT in HRM

HRM guides an organization's workforce. The use of information technology (IT) in HRM is vital to meet organizational demands with well-qualified employees and help support the organization. Also, it maximizes the efficiency of the management with greater accuracy.

Unit-12: Basic labor laws

Labour laws mediate the relationship between workers, employing entities, trade unions, and the government. Labor laws are designed to empower as well as protect workers. They ensure that employer-employee relations are monitored, holding both parties accountable for their actions.

Eligible groups

We recommend our course to;

1. Graduates
2. Undergraduates
3. NVQ/ Diploma/ Higher National Diploma
4. Employers and employees

