

Course Outline – Human Resources

1. Module 1 - Human Resource Management

- a. Introduction
- b. Reading: Why Strategic Human Resource Management
- c. Reading: The Employee Handbook
- d. Reading: My Small Business Doesn't Have an HR Department is That OK?
- e. Discussion: HR Knowledge
- f. Assignment - The Successful Manager's Handbook
- g. Assignment - Human Resources Management Scenario
- h. Conclusion

By the end of this module you should be able to:

- Recognize the impact of effectively leading through others and creating vision and direction.
- Define Human Resource Management and explain how it contributes to organizational performance.
- Identify the responsibilities of a Human Resources Manager.
- Recognize how leadership and Human Resources are aligned to act strategically, analyze issues, make sound decisions, and achieve results by coaching and developing talent.

2. Module 2 - Ethics and Compliance in HR

- a. Introduction
- b. Reading: Why the Study of HR Compliance Matters
- c. Reading: Employee Relations and Compliance
- d. Scenario Assignment: Ethics and Compliance in HR
- e. Video: The Big Bang Theory - What Not to Do!
- f. Video: Employee Relations Basics
- g. Assignment
- h. Discussion: HR Compliance
- i. Conclusion

By the end of this module you should be able to:

- Discuss the ethical issues and legal pitfalls of human resource management.
- Explain the big four of compliance and how they play a role in managing your human resources.
- Gain an understanding of the volume of compliance needs within an organization.

3. Module 3 - Selection and Termination

- a. Introduction
- b. Video: How to Conduct and How Not to Conduct a Behavioral Interview
- c. Reading: Job Analysis
- d. Reading: I have to hire someone - what now?
- e. Reading: Background Checks, Job Offers, On boarding and Termination
- f. Reading: Independent Contractors
- g. Reading: Do you need to conduct an exit interview
- h. Discussion:
- i. Reading: HBR Article: How to Hire
- j. Conclusion

By the end of this module you should be able to:

- Define the elements of job analysis and discuss its significance in selection
- Explore employee selection and termination

4. Module 4 - Performance Management

- a. Introduction
- b. Reading: Performance Management
- c. Reading: Harnessing the Power of Performance Management
- d. Assignment - Read and Response
- e. Assignment - Motivating Employees
- f. Reading: Employee Relations and the Modern Workplace
- g. Share: Learnings and Discussion
- h. Conclusion: Week & Course and Final Video

Learning Outcomes:

- Apply the concepts that you have learned over the last few weeks to a situation
- Apply performance strategies
- Evaluate and handle employee relations related to performance