

Human Resource Management - Module Overview

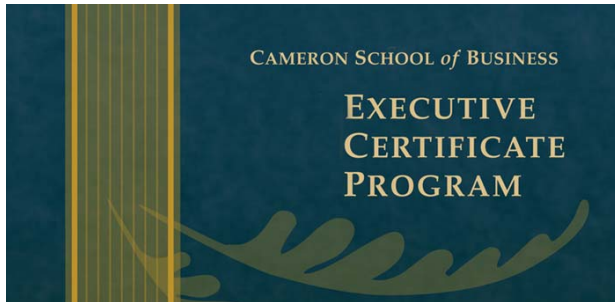
This module will focus on key aspects of the human resource management process that support productive, efficient, and effective employees. Emphasis will be on how managers hire, develop, and retain employees. These areas include staffing and selection, performance evaluation, and motivating employees. The module will conclude with a discussion of current human resource challenges that all levels of managers are faced with every day. Participants will be involved in role plays in order to gain added insight into these common management functions.

Human Resource Management - Learning Objectives

- To gain an understanding of the areas that are included under the umbrella of human resource function in organizations.
- To become familiar with the selection methods that companies use when hiring employees and their relative level of effectiveness in predicting employee performance.
- To learn the different methods of interviewing qualified job applicants and how to rate their responses.
- To gain understanding of the importance of orientation and socialization of employees.
- To learn the purpose and criteria of effective performance appraisal methods.
- To learn how to recognize rater errors.
- To learn theories of motivation and how they are applied in organizations.
- To understand how to overcome the challenges of managing today's workforce.

Human Resource Management - Module Topics

- Overview of Human Resource Management Process
- Staffing and Selection
 - o Selection methods
 - o Employment interview
 - o Orientation and Socialization



- Performance Evaluation
 - o Purpose of performance appraisals
 - o Criteria for effective performance appraisal systems
 - o Methods of performance appraisals
 - o Recognizing rater errors
- Employee Motivation
 - o Theories of motivation
 - o Applying motivation theories to practice
- Current Human Resource Challenges Facing Managers