

Mondriaan Aura College
Graduate School
Human Resource Management/Personnel Management Syllabus
Edgar C. Geniza, PhD
(Professor)

Course Description:

Human Resource Management is a study of the activities that managers engage in to attract and retain employees and to ensure that they perform at a high level and contribute to the accomplishment of organizational goals.

Strategic Human Resource Management a study of the process by which managers design the component of an HRM system to be consistent with each other, with other elements of organizational architecture, and with the organization's strategy and goals.

Personnel Management is the study of an administrative specialization that focuses on hiring and developing employees to become more valuable to the company.

1. Historical Growth of Personnel/Human Resources Management
2. Similarities and Differences between Personnel and Human Resources Management
3. Challenges to Personnel/HR in the present and the future
4. Human Resources Management and Strategies Human Resource Management (SHRM)
5. Strategic Human Resources Management competencies
6. Recruitment and Selection
 - A. Human Resource Planning
 - B. Job Analysis
 - C. External and Internal Recruitment
 - D. The Selection Process
7. Training and Development
 - A. Types of Training
 - B. Types of Development
 - C. Transfer of Training and Development
8. Performance Appraisal and Feedback
 - A. Types of Performance Appraisal
 - B. Who Approves Performance?
 - C. Effective Performance Feedback
9. Pay and Benefits
 - A. Pay Level
 - B. Pay Structure
 - C. Benefits
10. Labor Relations

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