



**1 HOUR
SEAT TIME**

HUMAN RESOURCE MANAGEMENT

The Human Resource Management course is designed to familiarize students with the concepts related to human resource management, including legal requirements, employee selection considerations, and employee development and evaluation.



**HUMAN RESOURCE
MANAGEMENT**

TOPIC MODULES:

Human Resource Management Foundations - 25 min

- Define the term “human resources”.
- Classify the basic human resource functions such as recruiting, selecting, training, developing, and compensating.
- Categorize the basic responsibilities of a human resource manager, including advice and counsel, service, policy formulation and implementation, and employee advocacy.

Human Resource Management | Laws and Requirements - 30 min

- Describe the purpose of the Civil Rights Acts, EEOC legislation, women’s rights, and rights of the elderly and disabled, as they apply to human resource functions.
- Demonstrate an awareness of federal and state administrative agencies, their duties, and how they affect human resource managers.
- Describe the “Right to Know” law and the Whistleblower Protection Act.
- Explain the importance of strong policies and procedures for dealing with sexual harassment.
- Examine contemporary social and political human resource issues, such as sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures.

Performance Management - 20 min

- Define performance appraisal.
- Identify the uses of performance appraisal.
- Describe the importance of performance management.
- Describe the performance appraisal process.