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B U S I N E S S S K I L L S



Human Resource Management

Course Introduction

The Human Resource Management course introduces students to the key concepts and processes of effective human resource management, and exposes them to this dynamic and diverse field.

This course provides a foundation in theory and practice of techniques and activities that organizations utilize in acquiring, developing, and maintaining an effective workforce. Topics include human resources planning, recruitment and selection of staff, training and development, performance appraisal, compensation, and employee safety, security, and health. Current events, relevant legislation, and future trends are also explored.

Learning objectives for each lesson are accomplished through a combination of theory and conceptual application within exercises. Students are given ample opportunity to practice, apply, and develop their human resource skills through review questions and practical exercises. Multimedia content is incorporated in this course to introduce, discuss, and enhance the learning experience.

Course Prerequisite(s)

Business Essentials, Windows Level 1, and Microsoft Word Level 1.

Course Aim

To understand the role that Human Resource Management plays in the success of the organization.

Of Interest to

Those interested in improving their understanding of human resources and/or wish to pursue an entry-level career in the Human Resource Management field.

Course Breakdown

Lesson 1:

What Is Human Resource Management?; Federal and Provincial Legislation Affecting Human Resource Management; Designing Jobs

Lesson 2:

The Recruitment Process; Choosing Methods of Recruitment; Job Advertisements

Lesson 3:

The Importance of Employee Selection; Reliability and Validity; The Selection Process; Interviewing Techniques

Lesson 4:

New Employee Orientation; Training and Development

Lesson 5:

Performance Management Systems; Steps in an Effective Performance Management System; Performance Appraisal Methods

Lesson 6:

Compensation and Benefits; Compensation; Benefits

Lesson 7:

Occupational Health & Safety; Workplace Hazardous Materials Information Systems; Building a Health & Safety Culture

Lesson 8:

The History of Unions in Canada; Labour Relations Process; Functions of the International, National and Local Unions

Lab Exercise

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

