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Human Resource Management
Supritha A.

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BACHELOR OF BUSINESS ADMINISTRATION

Human resource management

Course code BBA2.2

SYLLABUS

MODULE 1

Introduction to Human Resource Management

Meaning of HRM, definitions features of human resource management, Objectives of HRM, difference between human resource management and personnel management, personnel management v/s human resource management, significance of HRM, functions of HRM, process of HRM, role of HR manager, trends influencing HR practices.

MODULE 2

Human resource Planning, Recruitment and Selection

Human resource planning introduction meaning- need and importance: Human resource planning process, HR demand forecasting human resource supply forecasting succession planning-meaning features of succession planning job analysis -introduction: meaning: uses: -process, job description-meaning, job specification-meaning job enlargement-meaning job rotation-meaning job enrichment-meaning recruitment methods of recruitment factors affecting recruitment -sources of recruitment-selection -meaning-selection process psychometric tests for selection barriers to effective selection in employment process making selection effective placement - meaning, Gamification-meaning-features.

MODULE 3

Induction, training and compensation

Induction-Meaning, Objectives, Purpose of induction, Problems faced during induction, Induction program planning-Training-Need for

training, Benefits of training, Assessment of training needs, Methods of Training The Kirkpatrick Model Career Development Compensation –meaning Direct forms of compensation Indirect forms of compensation (meaning only) Employee Compensation Structure

MODULE 4

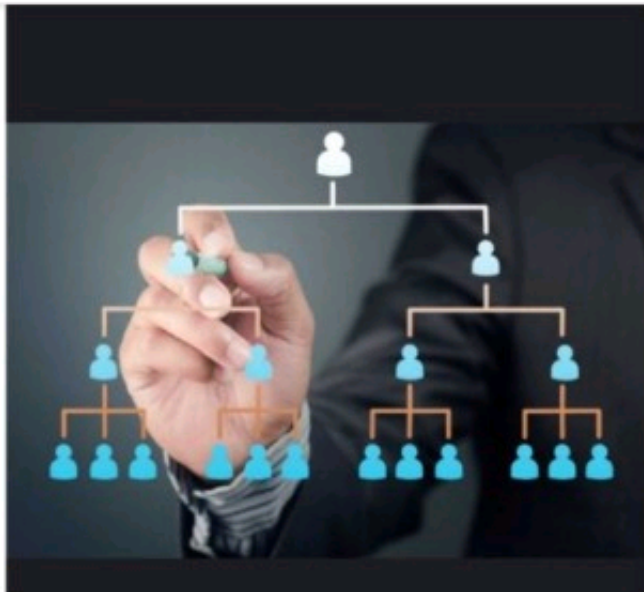
Performance Appraisal, Promotion and Transfers

Performance Appraisal-Meaning-Different Methods of Employee Performance Appraisal, Uses of Performance Appraisal, limitations of Performance Appraisal, Process of performance appraisal. Promotion: Meaning, Definition, Purposes, Basis. Transfer- meaning, Reasons for transfers, Types Rightsizing of workforce-Need for rightsizing

MODULE 5

Employee Engagement and Psychological Contract

Employee Engagement (EE) –Introduction of Employee engagement -meaning -types of employee engagement, The key employee engagement drivers, Measurement of employee engagement , Benefits of employee engagement, Psychological contract-meaning-Features.



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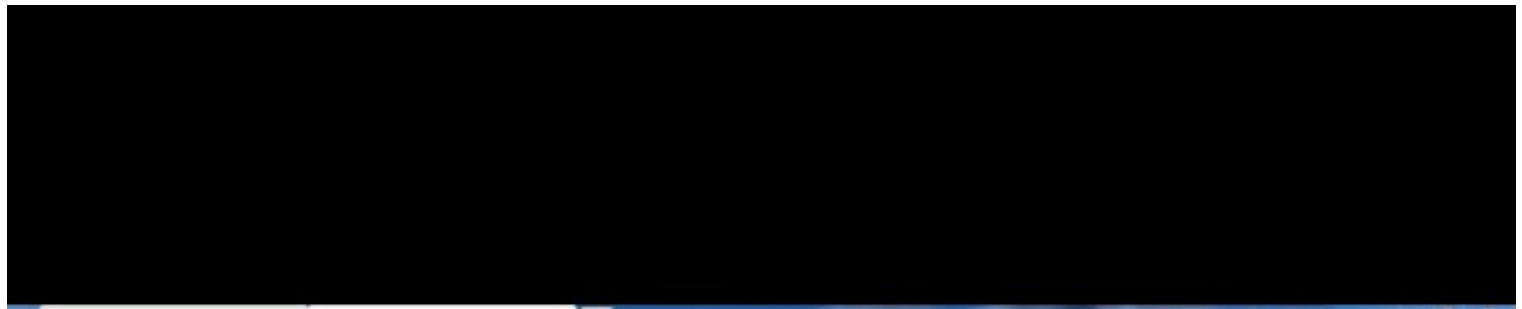
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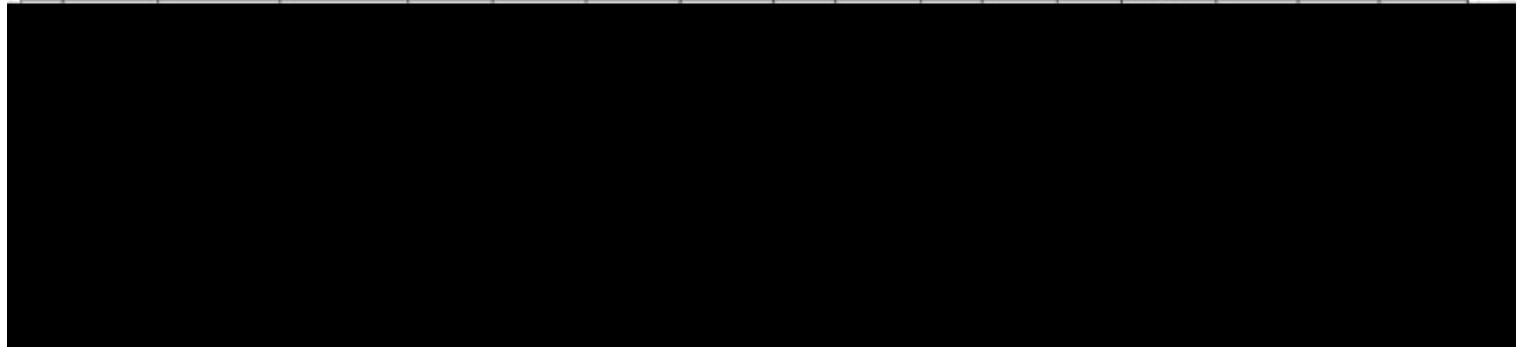
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