

Course Syllabus:

Human Resources Management: Fundamentals

Autumn Semester

Campus:	Henallux Social Campus
Section:	IB225 Human Resource Management MK-oriented IBS module and HRM-oriented IBS module
ECTS Credits:	3
Course Unit Code:	IBS06
Cycle:	First Cycle
EQF Level:	6
Language of Instruction:	English
Total Workload:	75 hours (24 hours in the IBS schedule)
Instructor:	Franck Chezza
Course Type:	Compulsory (HRM-oriented module) – Elective (MK-oriented module)

Course Overview

This course provides a detailed exploration of Human Resources (HR), addressing fundamental and advanced concepts. This program examines the growth of HR from its origins to its existing role in contemporary enterprises and its essential influence on the way organizations are built. This program investigates almost all the vital HR roles such as the hiring process and compensation policies and performance tracking in the context of the manufacturing field. Students learn essential concepts, tools, metrics, and vocabulary that facilitate their understanding of HR's critical function in the corporate landscape.

Learning Outcomes

By the end of this course, students will:

- Better understand the main challenges of modern organizations and how HR actors can help them in realizing their mission and goals
- Have a sound knowledge of most HR matters (talent acquisition, training & career development, reward, performance assessment, retention, prevention and wellness at work, union relations)

- Recognize the added value of the HRM role in organizations
 - Be able to act in various HR processes
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Course Content

1. A BIT OF HISTORY OF HUMAN RESOURCES
2. IMPORTANCE OF HR THROUGH THE YEARS
3. POSITION AND IMPACT OF HR IN MODERN COMPANIES
 - 3.1. HR AS A STRATEGIC PARTNER
 - 3.2. HR'S IMPACT IN MANUFACTURING
 - 3.3. HR AND COMPLIANCE
4. ROLES WITHIN THE HR DEPARTMENT
 - 4.1. HR GENERALIST
 - 4.2. RECRUITMENT AND TALENT ACQUISITION SPECIALIST
 - 4.3. TRAINING AND DEVELOPMENT MANAGER
 - 4.4. COMPENSATION AND BENEFITS MANAGER
 - 4.5. HR BUSINESS PARTNER (HRBP)
 - 4.6. EMPLOYEE RELATIONS SPECIALIST
 - 4.7. HEALTH AND SAFETY MANAGER
5. HR MANAGEMENT TOPICS
 - 5.1. RECRUITMENT AND SELECTION
 - 5.2. TRAINING AND DEVELOPMENT
 - 5.3. PERFORMANCE MANAGEMENT
 - 5.4. COMPENSATION AND BENEFITS
 - 5.5. EMPLOYEE RELATIONS
 - 5.6. COMPLIANCE AND LEGAL ISSUES
 - 5.7. HEALTH, SAFETY, AND WELLNESS
 - 5.8. HR INFORMATION SYSTEMS (HRIS)
 - 5.9. HR'S ROLE IN SHAPING ORGANIZATIONAL STRUCTURE
 - 5.10. HR AS INTERNAL CONSULTANTS
 - 5.11. INTERNAL COMMUNICATIONS
 - 5.12. CORPORATE SOCIAL RESPONSIBILITY (CSR)
6. HR TOOLS
 - 6.1. JOB DESCRIPTIONS
 - 6.2. 1. HR TOOLS FOR EFFICIENT DEPARTMENT OPERATIONS
 - 6.3. 2. HR TOOLS THAT HELP AND ASSIST THE REST OF THE COMPANY
7. KPI'S

8. INTERACTIONS: HOW HR FUNCTIONS WORK TOGETHER (SOME EXAMPLES)

- 8.1. RECRUITMENT, JOB DESCRIPTIONS, AND TRAINING
- 8.2. PERFORMANCE MANAGEMENT AND COMPENSATION
- 8.3. EMPLOYEE RELATIONS AND COMPLIANCE
- 8.4. HEALTH, SAFETY, AND JOB DESCRIPTIONS
- 8.5. HR INFORMATION SYSTEMS (HRIS) AS A CENTRAL HUB

9. HR VOCABULARY

Teaching Methods

- Preparation of a portfolio and files
 - Presentations delivered by students
 - Video testimonials
 - Teacher will set a frame to structure and organize students'
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Assessment Method

- Preparation and presentation of a file in groups of 2 or 3 students (40% of the global result)
 - Written exam (MCQ + Open questions) (60% of the global result)
 - Language of assessment: English
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Learning Resources

- PowerPoint slides Specific Readings
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Key References

- Fundamentals of Human Resource Management by Robert N. Lussier & John R. Hendon

<https://openaccess.leidenuniv.nl/bitstream/handle/1887/22381/ASC-075287668-3030-01.pdf>