

# Human Resource Management

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## **I. MANAGEMENT PRACTICES**

### **A. Role of HR in Organizations**

1. HR Roles: Advisory/Counselor, Consultant, Service, Control
2. Change Agent Role/Re-engineering and Facilitating Both Content & Process
3. HR Role in Strategic Planning
4. HR Generalist and HR Specialist Roles
5. Effects of Different Organizational Contexts and Industries on HR functions
6. HR Policies and Procedures
7. Integration and Coordination of HR Functions
8. Outsourcing the HR Functions

### **B. Human Resource Planning**

1. Environmental Scanning
2. Internal Scanning
3. Human Resources Inventory
4. Human Resource Information Systems
5. Action Plans and Programs
6. Evaluation of Human Resource Planning

### **C. Organizational Design and Development**

1. Organizational Structures
2. Organizational Development
3. Diagnosis and Intervention Strategies: Action Research, Sensing, Team Building, Goal Setting, Survey Feedback, Strategic Planning, Visioning, Sensitivity Training (T-groups), Grid Training
4. Role of Organizational Culture in Organizational Development
5. Role of International Culture in Organizational Development
6. Organizational Development in Response to Technological Change

### **D. Budgeting, Controlling, and Measurement**

## **E. Motivation**

1. Motivation Theories
2. Applying Motivation Theory in Management

## **F. Leadership**

1. Leadership Theories
2. Effect of Leadership in Organization
3. Leadership Training

## **G. Quality and Performance Management/TQM**

1. Performance Planning: Identifying Goals/Desired Behaviors
2. Setting and Communicating Performance Standards
3. Measuring Results and Providing Feedback
4. Implementing Performance Improvement Strategies
5. Evaluating Results

## **H. Employee Involvement Strategies**

1. Work Teams
2. Job Design and Redesign
3. Employee Ownership/ESOPs
4. Employee Suggestion System
5. Participative Management
6. Alternative Work Schedules
7. Role of HR in Employee Involvement Programs

## **I. HR Research**

1. Research Design and Methodology
2. Quantitative Analysis
3. Qualitative Research

## **J. International HR Management (1.49%, 2.48%)**

1. Cultural Differences
2. Legal Aspects of International HR
3. Expatriation and Repatriation
4. Issues of Multinational Corporations
5. Compensation and Benefits for Foreign Nationals and Expatriates

- 1.HR Budgeting Process
- 2.HR Control Process
- 3.Evaluating HR Effectiveness

6.The Role of HR in International Business

**K. Ethics**

- 1.Ethical Issues
- 2.Establishing Ethical Behavior in the Organization

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| Custom Term Papers, Essays and Presentation on | <b>Age Discrimination in Employment Act (1967)</b> as Amended  |
| Custom Term Papers, Essays and Presentation on | Health, Medical, & Rehabilitation Statutes (e.g., Vocational Rehabilitation Act, Pregnancy Discrimination Act, Americans with Disabilities Act, Family & Medical Leave Act, HMO Act, etc.) |
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| Custom Term Papers, Essays and Presentation on | Immigration Reform and Control Act (1986) as Amended (1990)  |
| Custom Term Papers, Essays and Presentation on | Employee Polygraph Protection Act (1988) Uniform Guidelines on Employee Selection Procedures   |
| Custom Term Papers, Essays and Presentation on | Worker Adjustment and Retraining Notification Act (1988)   |
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| Custom Term Papers, Essays and Presentation on | Copyright Statutes   |
| Custom Term Papers, Essays and Presentation on | Compensation Laws and Regulations  |
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Custom Term Papers, Essays and Presentation on	COBRA (Consolidated Omnibus Budget Reconciliation Act (1990)); Omnibus Budget Reconciliation Act (1993)
Custom Term Papers, Essays and Presentation on	Workers' Compensation and Unemployment Compensation Laws and Regulations
Custom Term Papers, Essays and Presentation on	Legal and Regulatory Factors Affecting Employee and Labor Relations (e.g., NLRA, Taft-Hartley, Landrum-Griffin, etc.)
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- Custom Term Papers, Essays and Presentation on to Organizational Goals, Objectives, and Strategies
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- Custom Term Papers, Essays and Presentation on 3. Funding the Training Function
- Custom Term Papers, Essays and Presentation on 4. Cost/Benefit Analysis of Training
- Custom Term Papers, Essays and Presentation on B. Training Needs Analysis (1.52%, 1.52%)
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- Custom Term Papers, Essays and Presentation on 2. Methods for Assessing Training Needs
- Custom Term Papers, Essays and Presentation on C. Training and Development Programs
- Custom Term Papers, Essays and Presentation on 1. Trainer Selection
- Custom Term Papers, Essays and Presentation on 2. Design Considerations and Learning Principles
- Custom Term Papers, Essays and Presentation on 3. Types of Training Programs
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- Custom Term Papers, Essays and Presentation on D. Evaluation of Training Effectiveness
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6. Guide Chart-Profile Method (Hay Method)  
F. Job Pricing, Pay Structures, and Pay Rate Administration  
1. Job Pricing and Pay Structures  
2. Individual Pay Rate Determination  
3. Utilizing Performance Appraisal in Pay Administration  
4. Reflecting Market Influences in Pay Structures  
5. Wage Surveys  
G. Employee Benefit Programs: Types, Objectives, Characteristics, and Advantages/Disadvantages

1. Legally Required Programs/Payments  
2. Income Replacement  
3. Insurance and Income Protection  
4. Deferred Pay  
5. Pay for Time Not Worked  
6. Unpaid Leave  
7. Flexible Benefit Plans  
8. Recognition and Achievement Awards  
H. Managing Employee Benefit Programs

1. Employee Benefits Philosophy, Planning, and Strategy  
2. Employee Need/Preference Assessment: Surveys  
3. Administrative Systems  
4. Funding/Investment Responsibilities  
5. Coordination with Plan Trustees, Insurers, Health Service Providers and Third-Party Administrators  
6. Utilization Review  
7. Cost-Benefit Analysis and Cost Management  
8. Communicating Benefit Programs/Individual Annual Benefits Reports  
9. Monitoring Compensation/Benefits Legal Compliance Programs  
I. Evaluating Total Compensation Strategy & Program Effectiveness  
1. Budgeting  
2. Cost Management  
3. Assessment of Methods and Processes





