



**Department of Business Administration**  
**College of Business and Finance**  
**University of Cihan- Sulaymaniyah**

**Human Resource Management**  
**2<sup>nd</sup> Stage – 1<sup>st</sup> Semester**

**Lecturer's name: Sharoo Nawrooz Fadhil**

**2023/2024**

**Course Book**

<b>1. Course name</b>	<b>Human Resource Management</b>
<b>2. Lecturer in charge</b>	<b>Sharoo Nawrooz Fadhil</b>
<b>3. Department/ College</b>	<b>Business Administration</b>
<b>4. Time (in hours) per week</b>	<b>3 hours</b>
<b>5. Office hours</b>	<b>Sunday and Wednesday</b>
<b>6. Course code</b>	
<b>7. Teacher's academic profile</b>	<a href="https://scholar.google.com/citations?user=ZHNtkyAAAAAJ&amp;hl=en">https://scholar.google.com/citations?user=ZHNtkyAAAAAJ&amp;hl=en</a>
<b>8. Keywords</b>	<b>HRM – Planning – Recruitment</b>
<b>9. Course overview:</b>	<p>This course provides an overview of the fundamental principles and practices of Human Resource Management. Students will learn the key concepts and skills necessary to effectively manage human resources within an organization.</p> <p>This module provides an introduction to the key principles and practices of human resource management. It explores the critical role of HR in organizations and focuses on various aspects of managing employees, including recruitment, selection, training, performance appraisal, and legal compliance. Students will gain a foundational understanding of HR concepts and their practical applications in the workplace.</p>
<b>10. Course objective:</b>	<p>Understand the role and importance of HRM in organizations.</p> <p>Learn the legal and ethical considerations of HRM.</p> <p>Explore the HR planning and job analysis processes.</p> <p>Gain knowledge about recruitment and selection techniques.</p> <p>Examine the basics of employee training and development.</p> <p>Understand performance appraisal and feedback.</p> <p>Explore compensation and benefits management.</p> <p>Learn about employee relations, diversity, and inclusion.</p> <p>Study labor relations and employee rights.</p> <p>Gain insight into HR information systems and technology.</p>
<b>11. Student's obligation</b>	<p>Students should attend the classes on time depending on the rules that were established and agreed on by themselves with the tutor's supervision.</p>
<b>12. Forms of teaching</b>	<p>Class explanation with PowerPoint presentations, group discussions, engaging the students, scientific trips, and giving real case studies to further explanation.</p>
<b>13. Assessment scheme</b>	<p>Quizzes and group work</p> <p>Group discussions and participation</p> <p>Reading related books and discussing them</p> <p>Mid-term exam</p> <p>Final Exam</p>

#### **14. Student learning outcome:**

Students who complete a basic Human Resource Management (HRM) module should achieve several learning outcomes, gaining both knowledge and practical skills. Here are the typical learning outcomes for such a course:

1. **Understanding HRM Concepts:** Students will develop a clear understanding of the fundamental concepts, terminology, and principles related to Human Resource Management, including its role in organizations.
2. **HR Functions:** They will be able to describe and explain the key functions of HR, such as recruitment, selection, training, performance management, compensation, and employee relations.
3. **Recruitment and Selection:** Students will acquire the ability to analyze job requirements, develop job descriptions, and understand various methods and techniques for recruiting and selecting employees.
4. **Training and Development:** They will understand the importance of employee development, the types of training programs, and how to assess the effectiveness of training initiatives.
5. **Performance Management:** Students will be able to conduct performance appraisals, provide feedback and coaching, and create performance improvement plans when necessary.
6. **Compensation and Benefits:** They will gain knowledge about compensation strategies, salary administration, and the role of benefits in attracting and retaining employees.
7. **Employee Relations:** Students will learn how to motivate and engage employees, handle employee discipline and conflicts, and improve workplace communication.
8. **Legal and Ethical Considerations:** They will be aware of employment laws and regulations, understand the importance of diversity and inclusion, and recognize ethical issues in HRM.
9. **Impact on Organizational Success:** Students will be able to explain how effective HRM practices contribute to employee motivation, engagement, and productivity, ultimately affecting an organization's success.
10. **Evolving HRM Trends:** They will be familiar with emerging trends in HRM, such as HR technology, remote work, and sustainability, and how these trends impact HR practices.
11. **Problem-Solving and Critical Thinking:** They will develop problem-solving and critical thinking skills through case studies and real-world HR scenarios.
12. **Communication Skills:** Students will improve their communication skills, especially in providing feedback, resolving conflicts, and effectively communicating with employees.
13. **Legal Compliance:** They will understand the importance of legal compliance in HRM and how to navigate employment laws and regulations.
14. **Ethical Awareness:** Students will become more ethically aware and able to identify and address ethical issues in HRM.
15. **Research and Analytical Skills:** They will learn how to research HR-related topics, analyze data, and make informed decisions based on evidence.

#### **15. Course Reading List and References:**

Human Resource Management – Oxford University, 2007

Human Resources Management: Concepts, Methodologies, Tools and Applications - Information Resources Management Association USA. 2012

<https://ca.indeed.com/career-advice/career-development/what-is-job-analysis>

<https://www.iedunote.com/functions-of-human-resource-management>

<https://www.betterteam.com/job-description>

<https://www.aihr.com/blog/recruitment-basics/>

<https://www.mbaskool.com/business-concepts/human-resources-hr-terms/18089-job-interview.html>

<https://www.indeed.com/career-advice/interviewing/types-of-job-interview>

<https://sliuacareers.com/8-major-types-interviews/>

<https://open.lib.umn.edu/humanresourcemanagement/chapter/5-1-the-selection-process/>

<https://services.anu.edu.au/human-resources/recruit/selection-techniques>

<https://www.aihr.com/blog/selection-process-practical-guide/>

<https://www.business.com/hr-software/recruiting/>

<https://www.smartrecruiters.com/resources/glossary/recruitment/>

<https://www.workhuman.com/blog/training-and-development-in-hrm/>

<https://www.proprofstraining.com/blog/employee-training-programs/>

<https://whatfix.com/blog/types-employee-training-programs/>

<https://www.simplilearn.com/how-to-measure-effectiveness-corporate-training-article>

<https://www.aihr.com/blog/training-evaluation/>

<https://www.aihr.com/blog/measuring-training-effectiveness/>

## **16. The Topics:**

### **Week 1: Introduction to HRM**

- Definition and the concept of HR
- Definition and the concept of HRM

### **Week 2: History and the Importance of HRM**

- Historical evolution of HRM
- Importance of HRM

### **Week 3: HRM Functions**

- Role of HRM in organizations

- Discussing the functions generally

#### **Week 4: HR Planning and Job Analysis**

- HR planning process
- Job analysis conduction
- Job analysis methods
- Job descriptions and specifications
- Job description elements
- Job description uses

#### **Week 5: Recruitment and Selection**

- Recruitment sources and methods
- Selection process and techniques
- Interviewing skills

#### **Week 6: Training and Development**

- Training needs analysis
- Types of training programs
- Evaluating training effectiveness

#### **Week 7: Compensation and Benefits**

- Wage and salary structures
- Benefits packages
- Incentive and recognition programs

#### **Week 8: Performance Appraisal**

- Performance appraisal methods
- 360-degree feedback
- Addressing poor performance

#### **Week 9: Employee Relations**

- Employee rights and discipline
- Employee engagement
- Managing workplace conflicts

**Week 10: Equal Employment Opportunity**

- EEO laws and regulations
- Affirmative action
- Diversity and inclusion

**Week 11: HRM in a Global Context**

- Managing a diverse workforce
- Expatriate management
- HRM challenges in multinational corporations

**Week 12: HRM Trends and Technology**

- HRM trends and future directions
- HRM software and technology
- Ethical issues in HRM

**Week 13: Final Exams**

**17. Peer review**

**Main Lecturer in charged**  
**Sharoo Nawrooz Fadhil**

**Head of The Department**  
**Saya Jamal Aziz**