



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

Human Resource Management II
2nd Stage – 2nd Semester

Lecturer's name: Sharoo Nawrooz Fadhil

2023/2024

Course Book

1. Course name	Human Resource Management II
2. Lecturer in charge	Sharoo Nawrooz Fadhil
3. Department/ College	Business Administration
4. Time (in hours) per week	3 hours
5. Office hours	Wednesday
6. Course code	
7. Teacher's academic profile	https://scholar.google.com/citations?user=ZHNtkyAAAAAJ&hl=en
8. Keywords	HRM – Employee Relations – HRM in Global Context
9. Course overview:	<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>
10. Course objective:	<p>Understand the role and importance of HRM in organizations.</p> <p>Learn the legal and ethical considerations of HRM.</p> <p>Learn about employee relations, diversity, and inclusion.</p> <p>Study labor law, relations and employee rights.</p> <p>Gain insight into HR information systems and technology.</p> <p>HRM trends and challenges</p> <p>HRM in global context</p>
11. Student's obligation	<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>
12. Forms of teaching	<p>Class explanation with PowerPoint presentations, group discussions, engaging the students, scientific trips, and giving real case studies to further explanation.</p>
13. Assessment scheme	<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:	<p>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</p>

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 1-2: Employee Relations

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

Week 3-4: Equal Employment Opportunity

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

Week 5-6: HRM in a Global Context

- Managing a diverse workforce

- Expatriate management
- HRM challenges in multinational corporations

Week 7: Midterm Exams

Week 8-9: HRM Trends and Technology

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

Week 10-11: Scientific Trip and projects

Week 12: Review

Week 13: Final Exams

17. Peer review

Main Lecturer in charged
Sharoo Nawrooz Fadhil

Head of The Department
Saya Jamal Aziz