

<b>Module Title:</b>	Human Resource Management Skills
<b>Language of Instruction:</b>	English
<b>Credits:</b>	5
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	<a href="#">4 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	Lecture, Case Study, active learning and discussion based teaching.
<b>Module Aim:</b>	To develop in the student an understanding of how management of human resources as an integral part of organisational competitive strategy. To encourage the student to evaluate and analyse an understanding of the relationship between human resource management and business objectives of the organisation. An emphasis will be placed on applying this knowledge in both the classroom (case study) and in real life work settings in terms of practical recruitment, selection and HR planning scenarios.

Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate current issues involved in the staffing and management of organisations from both national and global perspectives, to include ethical considerations and demonstrate equality, diversity and inclusion principles.
LO2	Describe the relationship between strategic organisational planning and human resource planning.
LO3	Apply the recruitment and selection procedure to interview and job offer stage.
LO4	Demonstrate the process of performance appraisal and link this to a training needs analysis.
LO5	Describe work related theories of motivation and in particular their relationship to reward management and employee efficiency and effectiveness.

Pre-requisite learning
<b>Module Recommendations</b> <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>
No recommendations listed
<b>Incompatible Modules</b> <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>
No incompatible modules listed
<b>Co-requisite Modules</b>
No Co-requisite modules listed
<b>Requirements</b> <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>
No requirements listed

## Module Content & Assessment

### Indicative Content

#### Introducing Human Resource Management

Outline the main activities of the Human Resource Management function. Outline the historical development of Human Resource Management to give context and understanding to workforce management.

#### Employee Resourcing: The Planning and Recruitment Phase

The nature of human resource planning (HRP) and how this links with both the organisation's overall business strategy and with its specific recruitment strategy. Describe the stages in the human resource planning process and recognise the importance of on-going HR planning in organisations. Differentiate recruitment from selection activities within an organisation's resourcing strategy. Distinguish between terms used in recruitment such as job analysis, job design, person specification and competency frameworks. Understand the advantages and disadvantages of different recruitment methods. Consider the concept of flexible workforce and how organisations use it.

#### Employee Resourcing: The Selection Phase

Identify how the shortlisting process forms a fundamental part of the employee selection decision. Explain how a shortlisting matrix operates. Consider the issues involved in choosing a selection method/s. Describe the limitations associated with using the interview as a selection tool. Identify the key stages involved after the final selection decision is made.

#### Employee Induction, Turnover and Retention

Explain the links between employee induction, turnover and retention. Explain what employee induction is and why organisations invest in these programmes from a strategic perspective. Discuss the impact of employee turnover on an organisation. Identify specific practices to analyse employee turnover and why it is important from a strategic perspective.

#### Managing Rewards

Outline the key aims and objectives of an organisation's reward package. Distinguish between the different elements of the reward package, i.e. pay, incentives and benefits. Explain the factors which influence an organisation's pay and reward decisions, and understand the advantages and disadvantages of different types of pay and reward. List and explain the factors that affect how an organisation determines the relative value of jobs. Outline the different approaches to job evaluation and the role of pay as a motivator.

#### Performance Management and Evaluation

Outline the organisational advantage of performance management. Detail the role of PM from the HR, management and individual perspective. Evaluate the advantages and disadvantages of performance evaluation. Consider the relationship between performance appraisal and reward management. Describe the process of performance appraisal.

### Assessment Breakdown

Practical

%

100.00%

No Continuous Assessment

### Project

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	Practical HR Project from HR planning through the recruitment and selection process to employee onboarding.	1,2,3,4,5	100.00	n/a

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	12 Weeks per Stage	3.00
Independent Learning	15 Weeks per Stage	5.93
Total Hours		125.00

  

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	12 Weeks per Stage	1.50
Independent Learning Time	15 Weeks per Stage	2.97
Total Hours		62.50

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_BWBUS_B	<a href="#">Bachelor of Business (Honours) Options: in Business or Digital Marketing</a>	4	Elective
CW_BWBUS_D	<a href="#">Bachelor of Business Options: Business or Digital Marketing</a>	4	Elective
CW_BWTEM_B	<a href="#">Bachelor of Science (Honours) in Tourism and Event Management</a>	5	Elective
CW_BWBUS_C	<a href="#">Higher Certificate in Business</a>	4	Elective
<b>Discussion Note:</b>	Programmatic review 2016: Minor amendments		