**Human Resources Management**

**TS2 (90 Hours)**

**Course Description:**

Human Resource Management is the most remarkable area in the field of business; especially in the hospitality industry. The economic crisis, natural disasters, technological trends, and other worldwide developments have all impacted human resources. Among all resources available to the business world, human capital remains the only resource that cannot be duplicated. Hospitality operations are just realizing the value of managing this resource efficiently and effectively. Although people are difficult to manage, they can change and adapt to give organizations added value.   
This course introduces students to some tools that elicit a change in employee behavior and support organizations to effectively manage this important asset. It helps them identify the core competencies that organizations of today search for in their “employees of choice”. Students who take this course get prepared to enter the world of the hospitality business well aware of their duties, responsibilities, and what gives them the competitive edge.

**Learning outcomes:**

After taking this course, students should be able to:

* Describe the strategic role of HRM in the organization.
* Define the functions of HRM.
* Conduct job analysis and write a job description.
* Identify effective recruitment and selection sources and methods.
* Devise a performance appraisal form.
* Design a compensation package in congruence with employees needs and organizational objectives.
* Produce a training and development program.

**Topics to Cover:**

Chapter One: Introduction: strategic Human Resource management.  
Chapter Two: Business Ethics and Corporate Social responsibility.  
Chapter Three: Workforce Diversity.  
Chapter Four: Job Analysis, Strategic planning, and Human resource Planning.  
Chapter Five: Recruitment.  
Chapter Six: Selection.  
Chapter Seven: Training and Development with Appendix.  
Chapter Eight: Performance management and Appraisal.

Chapter Nine: Direct Financial Compensation.  
 Chapter Ten: Benefits, Non financial compensation, and other Compensation issues