

Human Resource Management

Instructor: Dr. FERAS ALSHALABI

Phone: 0795118947

E-mail address: ferassuliman@yahoo.com

Office Hours: Sunday 3:00-4:00,

Course Overview

Human resource management often has a bad reputation as "a necessary evil" and an occupation consisting solely of paper-pushing. As economy becomes more oriented toward knowledge-based work, and organizations increasingly recognize that people truly are a major source of competitive advantage, HRM has taken on a more strategic role (e.g., Kemske, 1998). Consequently, decisions made in organizations about who to hire, what training to give them, how to reward them, and so on have become more important. In addition, these decisions are not just made by the HR department. Individual employees and team members are becoming involved in selecting and evaluating co-workers. Managers are responsible for selection, training, performance management, and compensation decisions. At the same time, our society is becoming increasingly litigious. It is in your best interests as future employees and future managers to understand your responsibilities regarding HR.

We will be taking an active learning approach in this class. Research has shown that active learning is more effective, and generally more interesting, than what I call the "lecture and regurgitate" formula. Successful active learning does require you to prepare for class every time. This means that you should do the readings, think about the issues, and be prepared to contribute to class discussions. As instructor of this course, my primary role is to facilitate the learning process. This course explores the human resources management function as a key strategic function in successful organization . The course will focus on such subjects as the selection process , development and training , performance development ,compensation . Class content is delivered through lectures ,group discussion ,learning activities , and case studies.

Course Objectives

By the end of this course, you should be able to:

- Understand human resource management from a systemic, strategic perspective.
- Describe the field of "human resource management" and understand its relevance to managers and employees in work organizations.
- Describe fundamental employment laws.
- Conduct a basic job analysis and apply this understanding of job requirements to other human resource management systems such as selection, performance appraisal, and compensation.
- Recognize basic human resource management tools such as performance appraisal forms, and understand some of the technical details of human resource management practices.
- Apply relevant theories to the management of people in organizations.
- Analyze business challenges involving human resource systems.
- Critically assess and evaluate human resource policies and practices.

Office Hours, Appointments, and E-mail

I encourage you to come to my office hours to ask questions, clarify assignments, or obtain additional help as needed. If you cannot attend my posted office hours, please set up an appointment. The best way to reach me is generally e-mail (I check my email several times a day, including most weekends).

You are responsible for providing me with an e-mail address where I can reach you, and for checking that email account on a regular basis (at least a couple of times a week). I will use your Clarkson e-mail address unless you provide me with an alternate address.

Performance Evaluation

You will have the opportunity to demonstrate your learning in this course in several different ways.

Presentation	15 points
Med-Exam	20 points
Final Exam	40 points
Research	10 points
Participation	15
TOTAL	100 points

Course Out line

UNITE 1-Introduction to Human Resources Management.

UNITE 2-Environment of Human Resources Management

• UNITE 3- Strategic Management Approach To Human Resources Management.

UNITE 4- Recruitment and Placement.

UNITE 5-Rewarding Human Resources.

UNITE 6- Developing Human Resources.

UNITE 7- Labor Management Relations.

UNITE 8 -Global Human Resources Management.

UNITE 9- Human Resources Information Systems.

Introduction to H.R.M

- **H.R.M concept .**
- **Origins of the H.R.M function.**
- **Importance of H.R.M.**
- **Line and staff aspect of H.R.M.**
- **H.R.M. functions and tasks.**
- **The different between H.R.M. and personnel management .**

=====

The strategic management approach to H.R.M.

=====

Recruitment and Placement

- **H.R.M. planning and alignment.**
- **Job analysis and design.**
- **Recruitment.**
- **Selection and placing .**

=====

Rewarding H.R.

- **Appraising and Managing performance .**
- **Compensation.**
- **Benefits and services.**

=====

Developing Human Resources

- **Training and Development .**
- **Career planning & development .**

=====

Labor Management Relations

=====

Global H.R.M.

=====

H.R.M. Information system .

READINGS

- 1-Dessler,Gray, (2010) "Human Resource Management" 11thed, Pearson Education International , INC , New Jersey.**
- 2- Ivancevich, John M. (2004) "Human Resource Management" 9th . ed, Mcgraw – hill companies.**
- 3- Denisi , Angelo &Griffin Ricky.(2001) "Human Resource Management" Honghton Mifflin Company .**
- 4- Kleiman, Lawrence, (2000) "Human Resource Management": A managerial Tool For Competitive Advantage. 2nd ed, South – Westren College Publishing .**

1. مصطفى محمود ابو بكر ، مدخل تحقيق المميزّة التنافسيّة، الإسكندرية ،
الدار الجامعيّة، 2004.
2. خالد عبد الرحمن الهيّتي :- إدارة الموارد البشريّة ، مدخل استراتيجي ،
عمان دار وائل للنشر والتوزيع ، 2003.
3. سهيلة محمد عباس - إدارة الموارد البشريّة ، مدخل استراتيجي ، عمان
دار وائل للنشر والتوزيع ، 2003.
4. صلاح الدين محمد عبد الباقي، الإتجاهات الحديثة في إدارة الموارد
البشريّة، جامعة الإسكندرية ، 2002.
5. حنا نصرالله ، إدارة الموارد البشريّة، عمان : دار زهران ، 2002.
6. سعاد نايف برنوطي - إدارة الموارد البشريّة ، إدارة الأفراد ، عمان دار
وائل للنشر والتوزيع ، 2001.
7. مازن فارس رشيد ، إدارة الموارد البشريّة، الرياض: مكتبة العميكان،
2001.
8. مصطفى نجيب الشاويش ، إدارة الموارد البشريّة ، إدارة الأفراد ، عمان
دار الشروق للنشر والتوزيع 2000.
9. سهيلة محمد عباس وعلي حسين علي ، إدارة الموارد البشريّة ، إدارة
الأفراد ، عمان دار الشروق للنشر والتوزيع 2000.
10. جودة ، محفوظ احمد ، إدارة الموارد البشريّة ، الطبعة الاولى ، دار
وائل للنشر ، 2010

