**UNIT TITLE: HUMAN RESOURCES MANAGEMENT**

**Course Code: BS/C/7103**

**TRAINER: IVON, N ,SIMIYU**

**Unit Description**

This unit specifies the competencies required to facilitate the training of human resource management. It involves coordinating job analysis, conducting recruitment, carrying out performance appraisal, carrying out Training Needs Assessment and managing employee separation.

**Summary of Learning Outcomes**

1. Identify the purpose of human resources management
2. Conducting recruitment and placements
3. Carrying out performance appraisal
4. Carrying out Training Needs Assessment (TNA)
5. Managing employee separation

**Learning Outcomes, Content and Suggested Assessment Methods**

| **NO.** | **LEARNING OUTCOME** | **CONTENT** | **SUGGESTED ASSESSMENT METHODS** | **HOURS** |
| --- | --- | --- | --- | --- |
| 1  | Identify the purpose of human resources management | * Meaning of human resources management
* Importance of human resources management
* Human resources management contribution to organization performance
* Main activities, responsibilities and tasks of human resources management
* Functions of human resources management
 | * Observation
* Written tests
* Oral questions
* Case studies
 | 6 |
| **2** | Conducting recruitment and placements  | * Job Analysis
* Job description and job specifications
* Recruitment of candidates
* Selection of candidates
* Induction of employees
* Employee placement

**Practice*** Draft a sample job specification and job description
* Prepare a sample of job advertisement
* Distinguish between internal and external sources of candidates
* Prepare sample questions for a job interview
 | * Observation
* Written tests
* Oral questions
* Class Presentations

  | 6 |
| **3** | Carry performance appraisal | * Performance appraisal; menaSing and importance
* Methods of performance appraisal
* Conducting of appraisals
* Continuous performance feedback
* Correction/performance interventions

**Practice*** Design a Performance Appraisal instrument
* Prepare a Performance Appraisal interview for an employee
 | * Observation
* Written tests
* Oral questions
* Class presentations
 | 6 |
| **4** | Carry out Training Needs Assessment (TNA) | * Meaning of TNA
* Purpose and benefits of TNA
* Process of TNA
* Identification of gaps in performance appraisal reports
* Development of TNA tools
* TNA Report

**Practice*** Prepare a sample Training Needs Assessment questionnaire for an employee

 | * Observation
* Written tests
* Oral questions
* Class presentations
 | 9 |
| **5** | Manage employee separation | * Terms of service for employees
* Reasons for separation
* Compensation strategies for employees leaving
* Exit interviews and documentation of exiting employees

**Practice:**Prepare a sample exit interview questionnaire | * Observation
* Written tests
* Oral questions
* Class presentations
 | 8 |

**Suggested methods of delivery**

* Direct instruction
* Demonstration by trainer
* Practice by the trainee
* Discussions
* Lectures
* Group\class presentations
* Assignments
* Case studies
* Simulation
* On job training

**Recommended Resources**

* Resources and documentation used in the workplace
* Workplace policies and procedures
* Organization work plans
* Organization structures

**Course Assessment**

1. CAT 1 30 marks
2. CAT 2 70 marks

**Total 100 marks**

1. End Term Exam 100 marks

**References**

1. MICHAEL ARMSTRONG AND STEPHEN TAYLOR (2014). *ARMSTRONG’S HANDBOOK OF HUMAN RESOURCE MANAGEMENT PRACTICE (13th ed.) London, United Kingdom*
2. Cole, G. A. (2002). *Personnel and Human Resource Management* (5th ed.) London: Continuum; 2004.
3. Okumbe, J.A. *Human Resources Management: An Educational Perspective*. Nairobi: Educational Development and Research Bureau; 2001.