Department of Business Faculty

Subject Syllabus

Subject Code : MGM03

Subject Title : Introduction to Human Resource Development

Subject Specification :

This subject is about how the human resource is actually the key of a company and can be established and achieved.

Subject Overview :

Introduction of human resource development to understand the purposes within an organization. From its earliest inception as a primarily compliance-type function, it has further expanded and evolved into its current state as a key driver of human capital development.

Course Objectives :

1. define the key concepts associated with HRD in work organizations;
2. describe a model of the core process of HRD;
3. identify and analyses major practices associated with HRD in modern work and organizations;
4. evaluate the connections between the HRD process and the contemporary performance management concerns of organizations.

Course Method : lecturing, case study, discussion

Learning Outcome (Competence) :

- Knowledge : Know how to carry out strategic human resource or employment planning (HR planning)
- Skill : Cognitive capacity, capability and behavior which are the dimensions of HRD
- Attitude : discipline, cooperative, and appropriate communication

Course content :

Week	Topic
1	Introduction : Definitions and Concepts
2	HRD and HRD Process

3	Cognitive Capacities
4	Capabilities
5	The third dimension
6	Performance Management
7	Review for mid test
Mid Examination	
8	Equal Opportunity and the Law
9	Human Resource Management
10	Job Analysis and Talent Management Process
11	Personnel Planning and Recruiting
12	Training & Development
13	Managing Employee
14	Review for final test
Final Examination	

Grading System :

Course Evaluation

As a rule, students are evaluated based on the following criteria:

Final Examinations	35%
Mid-term Examinations	25%
Coursework and assignments	30%
Attendance	10%
TOTAL	100%

Course Evaluation :

Evaluation elements are stated in quantitative forms, ranging from 0 to 100. The acceptable grade for LSPR undergraduate program is **50 and above.** In the Letter Grade System, the quantitative grades mean:

Grade	Symbol	Conversion Value
90 – 100	A	4.0
85 – 89.99	A-	3.7
80 – 84.99	B+	3.3
75 – 79.99	B	3.0
70 – 74.99	B-	2.7
65 – 69.99	C+	2.3
60 – 64.99	C	2.0
50 – 59.99	C-	1.7
40 – 49.99	D	1.0
< 40	E	0

Scheme of Work :

Session	Title/Topic	Area Discussion	Activities
I	Introduction: Definitions & Concepts	the key concepts and core processes associated with HRD in work organizations.	Lecturing

II	HRD & HRD Process	Understanding the point of HRD and how HRD as a process	Lecturing and discussion
III	Cognitive Capacities	The way cognitive capacities are conceived	Lecturing and discussion
IV	Capabilities	How to perform to the standards expected in employment	Lecturing and discussion
V	The third dimension	The important third determinant of performance that often defined in terms of forming attitudes, developing social skills, or, increasingly, developing emotional intelligence (EI).	Lecturing
VI	Performance Management	Managing performance within an agreed framework of planned goals, objectives and standards	Study case and Discussion
VII	Online Session	Review for Mid Test	Lecturing
Midtest			
VIII	Equal Opportunity and the Law	Having the knowledge to deal effectively with equal employment questions on the job	Study case and discussion
IX	Human Resource Management	Human Resource Management Strategy and Analysis	Lecturing and discussion
X	Job Analysis and Talent Management Process	Determine a job entails before deciding the recruitment for the job	Lecturing
XI	Personnel Planning and Recruiting	Workforce planning and forecasting, the need for effective recruiting, internal sources of candidates, recruiting a more diverse workforce and developing and using application forms.	Lecturing
XII	Training & Development	How to Interview and select employees	Lecturing & Role-play
XIII	Managing Employee	How to improve employee retention, engagement and careers	Lecturing & discussion
XIV	Online Session	Review for Final Test	Lecturing
Finaltest			

Midterm Paper Guideline **:** Written/Presentation/Projects

Final Paper Guideline **:** Written/Presentation/Projects

References **:**

1. Human Resource Management (Fourteenth Edition) – Pearson
2. Study case: Reinventing Performance Management by Marcus Buckingham and Ashley Goodall – Harvard Business Review (April 2015)
3. Human Resource Development by Faeq Hamad Abed Mahidy Alhalboosi (Türk Hava Kurumu Üniversitesi) – September 2018

4. Human resource management and human resource development: Evolution and contributions by Nicole Richman, MBA; *Creighton Journal of Interdisciplinary Leadership Vol. 1, No. 2, November 2015, pp. 120 – 129*
5. Human Resource Development (6th edition) 2012 by Jon M. Werner & Randy L. DeSimone
6. Human Resource Development by Dr. Stephen Gibb – Edinburgh Business School (Heriot - Watt University)
7. Foundation of Human Resource Development by Richard A. Swanson & Elwood F. Holton III – Berret - Koehler Publisher, Inc. San Fransisco; 2001

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