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| 1. Course code:
 |  MGT449 | 1. Course title:
 | HR Planning & Development |
| 1. Department: Management and Marketing
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| 1. Program: BSc. in Business Administration
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| 1. Course credits: 3 Credit Hours
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| 1. Course NQF Level: 6-7-8
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| 1. NQF Credits: TBA
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| 1. Prerequisite: MGT 430
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| 1. Lectures Timing & Location: Online

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| 1. Course web page: https://blackboard.uob.edu.bh
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| 1. Course Instructor: Dr. Nada Megahed
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| 1. Office Hours and Location: Online
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| 1. Course coordinator: Dr. Nada Megahed
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| 1. Academic year: 2020-2021
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| 1. Semester:
 |  | First | **X** | Second |  | Summer |
| 1. Textbook

Human Resource Management (14th Edition). R. Mondy, J. Martocchio. Pearson Education, 2016.A copy of the e-Book (in PDF format) shall be provided to the students via Blackboard LMS. |
| 1. References from the Library

(<http://www.ac-knowledge.net/uobv3/1>) |
| 1. Other learning resources used (e.g., e-Learning, field visits, periodicals, software, etc.):

For Business Cases: <https://hbr.org/>Online recorded lectures, business simulation games, mini cases, video demos, class discussions for HR contemporary issues in practitioner journals. |
| 1. Course description (as per the published):

Human Resource Management links people-related activities to business strategy. As such, this course develops a critical understanding of the role and functions of the various human resource activities in an organization, providing students with a comprehensive review of key concepts, techniques and issues. This course provides an introduction to the various functions of human resource planning and development. Topics include job analysis and design, recruitment and selection, training and development, performance management, and the strategic contribution of HRM to organizational performance. Working with contemporary case studies, students will be able to correlate theories and concepts to real-life context and environment. |
| 1. Course Intended Learning Outcomes (CILOs):
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| CILOs | *Mapping to PILOs* |
| a. Knowledge | b. Globalization | c. Skills | d. Communication | e. Competencies | f. Values |
| Learning Goals | a1: General Knowledge | a2: Specific knowledge | b1: International cross-cultural | b2: Global Perspective | c1: Thinking skills | c2: Analytical skills | d1: Communication (Writing) | d2: Communication (Oral) | e1: Leadership skills | e2: Teamwork | f1: Ethics | f2: Social responsibility |
| 1. Identify the evolution of HRP throughout organizations, and understand the relationship between HRP, HRD with HRM functions. | ✓ |  | ✓ |  | ✓ |  |  |  |  |  |  |  |
| 2. Enhance the ability to analyze the competency of present workforce, identify HR needs of an organization, and develop strategic HR plan. |  | ✓ |  |  |  | ✓ |  |  | ✓ |  |   | ✓ |
| 3. Predict impact of job analysis, recruitment, and selection on the success of the organization and its development. |  | ✓ |  | ✓ |  | ✓ |  |  |  |  | ✓ |  |
| 4. Develop performance appraisal systems, and formulate and strategies for training, development and compensation. |  |  |  | ✓ | ✓ |  |  | ✓ |  |  | ✓ |  |
| 5. Collaborate with other classmates productively in the discussion and group project; communicate ideas and present information effectively. | ✓ |  |  |  |  |  | ✓ | ✓ |  | ✓ |  |  |

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| 1. Course assessment:
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| *Assessment Type* | *Details/ Explanation of Assessment in relation to CILOs* | *Number* | *Weight* | *Date (s)* |
| Continuous Assessment(2-hour) | Short Written QuizzesCILOs 1,2,3,4 | 3 | 15 % | TBD |
| Engagement Activities(1-hour) | Business Mini-CasesCILOs 2,3,4 | 3 | 15 % | TBD |
| Examination/ project/assignment/other | Research-Based Project & Presentation CILOs 1,5 | 1 | 30 % | TBD |
| Final Examination(Lockdown + Respondus) | Online ExamCILOs 1,2,3,4,5 | 1 | 40% | TBD |
| Total |  |  | **100%** |  |

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| 1. Description of Topics Covered
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| *Topic Title* *(e.g., chapter/experiment title)* | *Description* |
| Strategic HR Planning and Job Analysis | Identify the different roles of the HRM, introduce the different phases of the HR planning process, define job analysis, and illustrate the different methods of doing it. |
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| Recruitment |

 | Define recruitment, illustrate the different phases of the recruitment process, internal and external sources of recruitment, and contrast the different recruitment methods. |
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| Selection |

 | Explain the relationship between recruitment and selection, illustrate the different screening tools of the selection process with a special focus on the selection tests. |
| Performance Management | Distinguish between performance management and performance appraisal, illustrate the administrative versus developmental uses of performance appraisal, and explain the PA process step by step. |
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| Training & Development |

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| Illustrate the nature and types of training, explain the training and development process, illustrate the importance of career planning, and discuss the different career planning approaches.  |

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| Compensation Systems | Discuss the importance of planning for a coherent compensation system, and illustrate the different direct and indirect compensation systems. |

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| 1. Weekly Schedule
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| **Week** | **Topics covered** | **CILOs** | **Teaching Method** | **Assessment** |
| **1** | Concept, Nature and Relationship between HRM, HRP, and HRD**Instructor’s Handouts** | **1** | - Online Lectures- Flipped Classes- Business Simulation- Mini-Cases- Review of Practitioner Journals | Continuous Assessment &Engagement Activities& Final Exam |
| **2** | Strategic HR Management**Instructor’s Handouts** | **1,2** |
| **3** | **HR Planning**Ch 4: HR Planning Process | **2,3** |
| **4** | **HR Planning** Ch 4: Job Analysis | **2,3** |
| **5**  | **HR Planning** Ch 5: Recruitment | **3** |
| **6** | **HR Planning**Ch 6: Selection | **3** |
| **7** | **HR Planning**Contemporary Issues in HR **Analytical Review of Practitioner Journals** | **1,5** |
| **8** | MID SEMESTER BREAK |
| **9** | **HR Development**Ch 7: Performance Management | **2,4** | - Online Lectures- Flipped Classes- Business Simulation- Mini-Cases- Review of Practitioner Journals | Continuous Assessment &Engagement Activities& Final Exam |
| **10** | **HR Development (Cont.)**Ch 7: Performance Management | **1,2,4** |
| **11** | **HR Development**Ch 8: Training and Development | **1,2,4** |
| **12** | **HR Development (Cont.)**Ch 8: Training and Development | **1,2,4** |
| **13** | **HR Development**Ch 9: Direct Financial Compensation Systems | **2,4** |
| **14** | **HR Development**Ch 10: Indirect Financial Compensation Systems | **2,4** |
| **15** | Presentations of Group Projects | **5** | Projects Presentations | Research-Based Project |
| **16** | Presentations of Group Projects | **5** |