MBA 631 - Human Resources Management

Instructor

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Course description

This course is designed to acquaint students with best practices for leveraging the competitive value of human capital in organizations. Students will be exposed to current issues and practices associated with workforce management, including the legal and regulatory elements of managing employees, staffing, job analysis, performance management, discipline, compensation systems, benefits and termination. A strategic approach will be emphasized which encompasses methods of measuring the financial implications of human resource practices and exposure to a balanced scorecard approach to human resources management.

Textbook


Learning Objectives

1. be able to evaluate and apply human resource management procedures to organizational strategy by completing a balanced scorecard approach to human resources

2. be adept at computing the financial implications (risks and returns) of various human resources issues such as employee absenteeism, turnover, and the return on investment of employee training, among others

3. be knowledgeable about employment legislation including employment discrimination, employee privacy, termination and be able to develop policies and procedures to address specific situations

4. know how to make informed decisions related to employee selection, performance management, compensation, incentives and benefits, employee relations (privacy, violence, safety and health), and organizational exit

5. appreciate the importance of job analysis procedures and job description development to other human resources practices including employee selection, training, performance appraisal, and compensation

6. be able to develop policies and procedures that optimize human capital and provide a competitive advantage for organizations

7. be able to make good human resources decisions by developing skills in critiquing a range of reading material associated with human resource management practices, including scholarly and practitioner sources
Course Outline

Week 1: Current challenges in workforce management
Week 2: Strategic workforce management; Balanced HR scorecard
Week 3: Equal employment opportunity; anti-discrimination laws, affirmative action
Week 4: Job analysis, job descriptions, and alternative work arrangements
Week 5: Staffing: recruitment, selection and workforce planning
Week 6: Performance management and appraisal
Week 7: Talent management
Week 8: Developing compensation systems
Week 9: Presentations
Week 10: Competitive employee benefits
Week 11: Employee rights, disciplinary practices and termination
Week 12: Creating high-performance work systems
Week 13: Employee Relations
Week 14: Global human resource management
Week 15: Presentations
Week 16: Final