**Operation Research**

**Second Stage – Second Semester**

**Asst.Lec. Shirin Jamal**

**Academic Year: 2022-2023**

**Course Book**

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| **S. No.** | **Information** | **Details** |
|  | **Course Name** | Human Resource Management II |
|  | **Course Code** | **HA302HI** |
|  | **Lecturer In-charge** | Full-Time |
|  | **College/Department** | Administration and Economics/Health and Hospital Administration |
|  | **Contact Information** | Shirin.jamal@lfu.edu.krd |
|  | **Time (in hours) per Week** | 3 Hours |
|  | **Office Hours** | Wednesdays 10:00-2:00 |
|  | **Teacher’s Academic Profile** | https://staff.lfu.edu.krd/faculty/shirin.jamal |
|  | **Academic Title** | Asst.Lecturer |
|  | **Keywords** | Job Appraisal, Job Training, Job interview, teamwork |
|  | **Course Overview:** The role of HRM practices is to manage the people within a workplace to achieve the organization's mission and reinforce the [culture](https://www.techtarget.com/whatis/definition/corporate-culture). When done effectively, HR managers can help recruit new professionals who have the skills necessary to further the company's goals as well as aid with the training and development of current employees to meet objectives.  A company is only as good as its employees, making HRM a crucial part of maintaining or improving the health of the business. Additionally, HR managers can monitor the state of the job market to help the organization stay competitive. This could include making sure compensation and benefits are fair, events are planned to keep employees from burning out and job roles are adapted based on the market. | |

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| **12.** | **Aims & Objective:**  Human Resources Management has the crucial role of managing learning and development in an organization. Its scope covers re-skilling and upskilling the workforce on all types of behaviors as well as skills, as well as the assessment of the gaps that exist from a learning level perspective. Human Resources also needs to work closely with the various departments, functions, geographies, and the business or leadership teams to be able to better identify which skills can have a positive impact on business growth.    The [talent development](https://talentedge.com/xlri-jamshedpur/talent-management-course) segment which is a specific area that focuses on grooming identified high-potential employees is an extension of this scope. Even Leadership Development which is now a separate area in itself has emerged from this discipline, wherein the focus is to design and implement interventions that are needed for leaders. |
| **13.** | **Course Requirement: Core Course** |
| **14.** | **Teaching and Learning Method:** The module will be delivered to the students using modern technology, case studies, reading material, flipped classroom, video, and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcomes. |
| **15.** | **Assessment Scheme:**   * 25 % Mid-term Examination * 15 % Assignments and Quizzes * 60 % Final Examination |
| **16.** | **Students Learning Outcome:**  Students will gain a great understanding of employees' performances, and better handle tasks such as whom to delegate extra responsibilities to, whom to promote, and, yes, whom you should cut loose. The key to effectively using this tool is gaining a solid grasp of the entire performance appraisal process. They also learn the importance of vocational and its types. |
| **17.** | **Course Reading List and References**  Course Reading List and References:   1. <https://www.amazon.com/Understanding-Health-Insurance-Billing-Reimbursement/dp/1337554227> 2. https://www.abebooks.com/servlet/BookDetailsPL?bi=31311094393&searchurl=an%3Dgreen%2Bmichelle%26sortby%3D100%26tn%3Dunderstanding%2Bhealth%2Binsurance&cm\_sp=snippet-\_-srp1-\_-title1 |
| **18.** | **Course Content** |

**Course Content**

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| **S. No.** | **Lecture Week** | **No. of Hours** | **Topics** |
| 1. | Week 1 | 3 | An overview of the subject, and the Chapter view |
| 2. | Week 2 | 3 | Overview of the training process, Importance of Training Process |
| 3. | Week 3 | 3 | Identifying Training Needs, Training and Development Process |
| 4. | Week 4 | 3 | Group presentation |

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| 5. | Week 5 | 3 | Types of Training, Methods of training |
| 6. | Week 6 | 3 | What is the interview Process? |
| 7. | Week 7 | 3 | The Interview Process, Interview Formats, |
| 8. | Week 8 | 3 | **Midterm exam** |
| 9. | Week 9 | 3 | Types of Interviews |
| 10. | Week 10 | 3 | Example of a Conceptual Question Structure |
| 11. | Week 11 | 3 | Group presentation |
| 12. | Week 12 | 3 | How to write curriculum vitae (CV) |
| 13. | Week 13 | 3 | An interview case study |
| 14. | Week 14 | 3 | Semester review |
| 15. | Week 15 | **Final Examination** | |

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| **19.** | **Examinations:**   1. **Description and definitions** 2. **Listing and examples** 3. **Giving own opinion** 4. **Writ about** |
| **20.** | **Course Policy:**   * There will be many activities going on throughout the course period in order to ensure and guarantee the learning outcomes. Therefore, students are expected to pay full attention and participate in all classroom activities in order to maximize their learning and understanding. |
| **21.** | **Note:**   * Seek help from the lecturer or your classmates whenever you need to. * Time spent in learning is never wasted, however, make sure that you make it enjoyable. * Keep a personal notebook to write down your notes in the lectures. Don’t rely on your friend’s notes as each one of you is different and has different learning approaches. |