

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

Sault Ste. Marie, Ontario

COURSE OUTLINE

COURSE TITLE: Human Resource Planning

CODE NO. BUS137 SEMESTER:

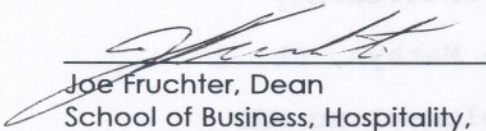
PROGRAM: Human Resources Practices

AUTHOR:

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:


Joe Fruchter, Dean
School of Business, Hospitality,
Natural Resources & Computer Studies

DATE: 97 05 23

TOTAL CREDITS: 3

PREREQUISITES: _____

LENGTH OF COURSE: _____ TOTAL CREDITS HOURS: _____

COURSE NAME: HUMAN RESOURCE PLANNING CODE NO: BUS137
TOTAL CREDIT HOURS: 45

I. PHILOSOPHY/GOALS:

This course will provide an understanding of the essential elements of human resource planning (HRP) process in organizations.

II. STUDENT PERFORMANCE OBJECTIVES:

Participants will acquire knowledge in analyzing, assessing, and programming for human resource requirements of organizational business plans and strategies. Quantitative as well as qualitative concepts, approaches and techniques are emphasized

III. TOPICS TO BE COVERED:

- Topic 1. Nature and Scope of HRP:**
- Concept and Meaning
 - Key Elements and Issues
 - Place in the Human Resource Management Function

Reading: Burack & Mathys, Ch. 1

- Topic 2. Evolution of HRP:**
- Reasons for HRP
 - Benefits to Organizations
 - Organizational Change
 - Linkages with Business Planning
 - Environmental Uncertainty

Reading: Burack & Mathys, Ch. 2

- Topic 3. Introducing & Implementing HRP**
- Selling HRP
 - Overcoming Obstacles
 - Consultative Process
 - Management Support

Reading: Burack & Mathys, Ch. 3

- Topic 4. Job/Work Analysis:**
- Job Analysis & HRP
 - Methods of Job Analysis
 - Strengths & Weaknesses of Various Job Analysis Methods

- Topic 5. Assessing and Forecasting Human Resource Needs:**
- Basic Planning Approaches
 - Relationship to Organizational Plans
 - Forecasting Techniques
 - Planning Horizons
 - Demand and Supply Side Analyses

- Topic 6. Employee Appraisal, Development Career Planning**
- Assessment of Development Needs
 - Development Methods & Techniques
 - Technical & Managerial Obsolescence
 - Career Paths and Planning
 - Succession Planning

Reading: Burack & Mathys, Ch. 7

- Topic 7. Human Resource Information Systems (HRIS):**
- Need for HRIS
 - Design & System Concepts
 - Key Elements
 - Skill/Human Resource Inventories
 - Integrated Systems

Reading: Burack & Mathys, Ch. 8

- Topic 8. Program Evaluation**
- Audits
 - Costs & Benefits Assessments
 - Impact Studies
 - Timing

Reading: Burack & Mathys, Ch. 9

- Topic 9. Cases & Implications**

Reading: Burack & Mathys, 10, 11 & 12

VI. REQUIRED STUDENT RESOURCES**Recommended Texts**

Burack, E.H. & N.J. Mathys: Human Resource Planning : A Pragmatic Approach to Manpower Staffing & Development, Brace-Park Press, 2nd Edition, 1987.

Reference Texts

(for details on various subjects)

Moore, L. F. & L. Charach (eds.): Manpower Planning for Canadians, The Institute of Industrial Relations, University of British Columbia, 1979.

(Contains selected articles on various HRP issues in Canada: many of the articles are quite technical)

Vetter, Ewer. Manpower Planning for High Talent Personnel Bureau of Industrial Relations, University of Michigan, 1967

(Contains a good discussion of productivity method of assessing human resource requirement.)

Walker, J. W.: Human Resource Planning, McGraw Hill, 1st Edition, 1980.

Suggested Journals

Human Resource Planning, The Human Resource Planning Society, New York.

The HR Planning Newsletter Advanced Personnel Systems, Sunnyvale, California

EVALUATION METHODS

Students enrolled in non-credit courses must attend 70% of their classes. Evaluations are based on attendance, participation and the student's ability to understand the course content. The grades are:

S = Satisfactory achievement

U = Unsatisfactory achievement