Sault College of Applied Arts and Technology Sault Ste. Marie, Ontario Course Outline

Course Title: Human Resource Planning

Course No.:

ETM100

Program:

Engineering Technology

Author:

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Date:

25000 - 10000

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Previous Outline Date:

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Approved: Co-ordinator R

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HUMAN RESOURCE PLANNING COURSE NAME

CODE NO.

PREREQUISITES: Technician/Technologist Diploma

PHILOSOPHY & GOALS:

An overview of the H.R. function including skill-sets required by personnel working in any present-day business environment. Topics such as the Role of the Supervisor, Recruitment Strategies, Interviewing Skills and Mediation, help the student prepare for the non-technical realities of work. An overview of the union issues and legislation, as well as the Occupational Health and Safety Act provides an appreciation of the framework that business must work within.

STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of the course the student will be able to:

- 1. Describe the role of the supervisor in business
- 2. Describe related Legislation pertaining to H.R.
- 3. Participate in recruitment & selection process
- 4. Relate on an interpersonal level more effectively
- Understand & effectively deal with union issues, conflicts, mediation etc.

TOPICS TO BE COVERED:

- 1. Role of supervisor
- 2. Planning the organization & people
- 3. Employment Legislation in Ontario
- 4. Recruitment & Selection
- 5. Motivation, reward, change & integration
- 6. Occupational Health & Safety Act
- 7. Trade unions & collective bargaining
- 8. Employment participation
- 9. Conflict & discipline

HUMAN RESOURCE PLANNING COURSE NAME

ETM100 CODE NO.

LEARNING ACTIVITIES

REQUIRED RESOURCES

Instructor Notes

Notes, Working

Chpt 2

1. Role of the supervisor

- The H.R. perspective

- Expectations/duties

- Leadership/management styles

- Empowerment

- House's Theory

- Case Study

2. Planning the Organization & People

- Planning & Designing the Organization

- Options & Factors

- Planning the People, Personnel records

- Predicting Labour Wastage

- Absenteeism & Wastage

- Adding a Strategic Dimension

- Environmental Scanning

Instructor Notes

- Putting the Plan Together

3. Employment Related Legislation in Ontario

- The Legislation Framework

Employer's & Supervisor's working within) in Ont. Text

- Take-Home Exercise

4. Recruitment & Selection

Chpt 3

- Policy

- Labour Market

- Employment Costs & the Recruitment Process

- Job Definition/Specifications

- Key Result Areas

- Language Used in Job Specs & Key Result Statements

- Competencies & Selection

- Finding Applicants

- Advertising for Staff, Short Listing, Selection

- Criteria for Selection Methods

Interviewing

- Interviewing Strategies, Questioning & Instructor Evaluation Techniques

- Tests (intelligence, personality, ability)

CODE NO. COURSE NAME

- 5. Motivation, Reward & Change
 - Pay for Skills & Competence
 - Performance Management
 - Supervisor as a Change Agent, MBO as a Tool
- 6. Occupational Health & Safety

Chpt 6

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- Accidents & Ill Health at Work
- The Legal Framework
- Management of Health & Safety at Work
- 7. Trade Unions & Collective Bargaining

Chpt 7

- Trade-union Membership, Structure & Government
 - Differences in Working in a *non-union* vs. A unionized Workplace
- 8. Employee Participation - What is Participation?

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- Main Forms of Participation
- Trends & Rationales
- Impact of Participation
- 9. Conflict & Discipline at Work

Chpt 9

- Conflict & its Causes
 - Grievance & Disputes Procedures PISCIPILIDALY FLUCEGULES
 - Problem Solving Techniques, Mediation, Negotiation Strategies

HUMAN RESOURCE PLANNING COURSE NAME

CODE NO

Evaluation Methods
Grading System:
A+ = 90 - 100% A = 80 - 89% B = 70 - 79% C = 55 - 69%
R = REPEAT

Take home assignments 20% Tests 2 x 40% each 80%

Total

100%

Notes: If a student misses a test He/She must have a valid reason (ie. medical or family emergency). In addition the school must be notified before the scheduled test sitting. The student should contact the instructor involved. If the instructor cannot be reached a message must be left on the instructor's voice mail, or with the Dean's office, or the college switchboard. If this procedure is not followed the student will receive a mark of zero on the test with no rewrite option.

Students will be given advance notice of test dates (1 week minimum) but quizzes worth a maximum of 5% may be given without notice. There will be no rewrites for students missing quizzes without prior notice and valid reasons as outlined above.

Required Student Resources

Text: The Essence of Personnel Management and Industrial Relations by Cowling & James, P-H Publishers

Additional Resource Materials Available In The College or Public Libraries:

- H.R. Magazine
- Training & Development Journal
- Business Week

Special Needs

Students requiring special assistance due to special needs should contact the specific instructor in private to make arrangements.