

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: HUMAN RESOURCE PLANNING

CODE NO: ETM 100-5 SEMESTER: _____

PROGRAM: ENGINEERING TECHNOLOGY MANAGEMENT

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DATE: March 1994 PREVIOUS OUTLINE DATED: _____

APPROVED: *L.P. Choquette*
Dean, School of Engineering Tech.

94-03-23
Date

COURSE NAME: HUMAN RESOURCE PLANNING CODE NO.: ETM 100-5

TOTAL CREDITS: 5

PREREQUISITE(S): Engineering Technology Diploma

I. PHILOSOPHY/GOALS:

An overview of the Human Resource functions a corporate H.R. department handles, as well as specific functions a Technologist may encounter. Specific functions include job analysis and standards, recruitment, orientation, training and development, career planning and performance appraisals. The job function with respect to H.R. regulations, union agreements, the Occupational Health and Safety Act, plus ethical and legal implications of discrimination will also be analyzed.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Understand the basic functions of a corporate H.R. department.
2. Be able to perform a job analysis to a set standard.
3. Be familiar with the critical areas of the recruitment process and be able to formulate a structured interview.
4. Be familiar with the importance of orientation, training and development, and career planning processes.
5. Understand how to produce an effective and valid performance appraisal with outcomes and timing measurement criteria.
6. Be aware of the regulations and contract constraints tied to H.R. functioning within a corporation.

III. TOPICS TO BE COVERED

1. Challenges of Personnel Management
2. Environmental Challenges
3. Challenges of Discrimination
4. Human Resource Planning
5. Job Analysis and Design
6. Recruitment
7. Selection
8. Orientation
9. Training and Development
10. Career Planning
11. Performance Appraisals
12. Employee Relations and the Quality of Work Life
13. Occupational Health and Safety
14. Collective Agreement Administration

IV. LEARNING ACTIVITIES

1. Challenges of Personnel Management
 - . Response of Personnel Management
 - . Objectives
 - . H.R. Activities
 - . Strategies
 - . Organization of H.R.
 - . The H.R. Model
 - . H.R. Approaches
2. Environmental Challenges
 - . Historical
 - . External
 - . Organizational
 - . Professional
 - . H.R. in Perspective
3. Challenges of Discrimination
 - . Human Rights Legislation: an Overview
 - . Human Rights Legislation in Perspective
 - . The Charter of Rights and Freedoms
4. Human Resource Planning
 - . Overview
 - . Demand
 - . Supply
 - . Implementation
 - . Oversupply
 - . Shortage
 - . Accounting for Human Resources
5. Job Analysis and Design
 - . Collection and Uses of J.A. Information
 - . Job Performance Standards
 - . Alternative Sources of Standards
 - . H.R. Information System
 - . Designing Satisfying Jobs
 - . Behavioural and Efficiency trade-offs
 - . Techniques of Job Redesign

REQUIRED RESOURCES

Chapter 1

Chapter 2

Chapter 3

Chapter 4

Chapter 5

LEARNING ACTIVITIES

REQUIRED RESOURCES

6. Recruitment
 - . Constraints
 - . Channels
 - . Job Application Forms
 - . Evaluating the Recruitment Function
7. The Selection
 - . Inputs
 - . Overview
 - . Steps in Selection
 - . Outcomes and Feedback
 - . Evaluating the Selection Function
8. Orientation
 - . Purpose
 - . Content
 - . First Step to Teambuilding
 - . Setting the Culture
9. Training and Development
 - . The Employee
 - . Techniques
 - . H.R. Development
 - . Evaluation of T. and D.
 - . Cross-Cultural Management Training
10. Career Planning
 - . Overview
 - . H.R. Dept's and Career Planning
 - . Career Development
11. Performance Appraisals
 - . Performance Appraisal Preparation
 - . Performance Measures
 - . Past-Oriented Appraisal Methods
 - . Future-Oriented Performance Appraisals
 - . Implications of the Appraisal Process

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Chapter 11

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LEARNING ACTIVITIES

REQUIRED RESOURCES

12. Employee Relations and the Quality of Work (QWL)

Chapter 15

- . H.R. Dept. Role
- . Elements of Job Design
- . Behavioural and Efficiency Trade-Offs
- . Job Redesign Techniques
- . QWL Nationally
- . Quality Circles
- . Team-Building Variations
- . Socio-Technical Systems
- . Codetermination
- . Autonomous Work Groups
- . Barriers
- . QWL in Perspective

13. Occupational Health and Safety

Chapter 14 and 19

- . Federal and Provincial Safety Regulations
- . Employee Stress
- . The WHMIS System
- . Aids

14. Collective Agreement Administration

- . Scope of Contract Administration
- . Resolving Disputes
- . Union-Management Cooperation

V. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS ETC.)

A+ = 90-100%
A = 80-89%
B = 70-79%
C = 55-69%
R = Repeat

Tests	60%
Quizzes	10%
Paper	30%
TOTAL	100%

Notes: If a student misses a test, he/she must have a valid reason (i.e. 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 Con. Ed. 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.

Late papers will not be accepted. Ample time and instruction on the format and timing will be given, as well as suggested reference materials and locations.

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 student missing quizzes without prior notice and valid reasons as outlined above.

VI. REQUIRED STUDENT RESOURCES

Text: Canadian Human Resource Management, 3rd Edition; Werther, Davis, Schwind, Das; McGraw-Hill Ryerson

VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY:

Book Section (title, publisher, edition, date, library call number if applicable - see attached example)

Periodical Section (Magazines, Articles)

Journals: H.R. Magazine
Training and Development Journal

Audiovisual Section (Films, Filmstrips, Transparencies)

VIII. SPECIAL NOTES

Students with special needs (eg. physical limitation, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.