

HUMAN RESOURCE PLANNING
COURSE NAME

ETM100
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
5. 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

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
- **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 Chpt 8
- What is Participation?
- Main Forms of Participation
- Trends & Rationales
- Impact of Participation
9. Conflict & Discipline at Work Chpt 9
- Conflict & its Causes
- Grievance & Disputes Procedures
~~Disciplinary Procedures~~
- Problem Solving Techniques,
Mediation, Negotiation Strategies

