

# **Human Resource Management (HRM)**

Recommended Book: Human Resource Management by Gary Dessler 11<sup>th</sup> – 14<sup>th</sup> Edition

## **Strategic Human Resource Management**

- HR Manager Competencies
- HR Planning
- Succession Management
- Ethics in HR

## **Recruitment & Selection**

- Job Analysis & Design
- Sources / Channels of Recruitment
- Selection Techniques (Testing, Interviews, Assessment Centers) - Orientation

## **Training, Development & Employee Performance Management**

- Competency Profiling
- Training Needs Analysis
- On & Off the Job Training
- Coaching & Mentoring
- Training Evaluation & ROI
- Types of Performance Appraisals
- Appraisal Training

## **Rewards & Benefits**

- Setting Pay
- Pay for Performance
- Direct & Indirect Benefits
- Employee Wellbeing