

<b>Course</b>		
<b>Human Resource Management</b>		
Lecturer	Duration	ECTS / Credits
Dipl.-Kffr. Kerstin Kubik-Wenzel (k.kubik-wenzel@ostfalia.de)	4 SWS (= 180 minutes class per week)	6
Course Character	Semester	Course Language
Elective Course	Fall Semester	English
<b>Prerequisites</b>		
-		
<b>Description of the Course</b>		
<p>This course will cover essential Human Resource Management concepts and techniques in combination with the underlying strategic HR issues. Case studies and in-class exercises will be used to apply the theoretical concepts to authentic business situations.</p> <p>The students will have the opportunity for self-assessment.</p> <p>Ethical questions will be discussed throughout the course to provide the students with a sense of the consequences that human resources-related decisions have for individuals and organizations.</p> <p>Current research will supplement the critical discussion of the different subject areas.</p>		
<b>Course components</b>		
<p>a. <b>Homework:</b> Reading assignments and case study preparation will be given for homework. The readings and cases will be discussed and analyzed in class.</p> <p>b. <b>Attendance and participation:</b> Attendance of at least 75% is required. Participation in class is strongly encouraged as general discussion, asking and answering questions will help understanding the course material.</p> <p>c. <b>Exam (50% of final grade):</b> The exam will be held during the examination period at the end of the semester. The date will be determined by the examination board. The time allowed is 60 minutes. The exam will be based on homework exercises, lecture, and the material and exercises discussed in class. It may include short essay answers, short case studies, multiple choice, true/false, etc.</p> <p>d. <b>Presentation (50% of final grade):</b> Students have to hold a presentation (10 min) during the semester.</p>		
<p><i>To receive a passing grade for the course students must obtain at least 50% of the total points possible.</i></p>		
<b>Preparation for and Participation in Class:</b>		
<p>You are expected to have completed all assigned readings and to have prepared input for discussions prior to each class. Classroom lectures/discussions will be utilized to develop and enhance your understanding of the material. You have to be prepared at all times to actively participate in classroom discussions and group exercises, and will be asked to present your group results. You should attend class and participate on a regular basis.</p>		
<b>Course Outline:</b>		
<ol style="list-style-type: none"> <li>1. Human Resource Management Strategy             <ol style="list-style-type: none"> <li>a. Corporate Culture</li> <li>b. Employer Branding</li> </ol> </li> <li>2. Fields of work in HRM</li> <li>3. HR Planning</li> </ol>		

4. Recruitment
  - a. Recruiting tools
  - b. Selection
    - i. Testing
    - ii. Interviews
  - c. Placement
5. Job design
6. Motivation
7. Talent Management
  - a. Career planning
  - b. Promotion
8. Performance Appraisal
9. Training and Development
  - a. Training programs
  - b. Leadership development
  - c. Coaching
  - d. Change Management
10. Compensation and Benefits
  - a. Job evaluation
  - b. Wage classification
  - c. Incentives
11. Employee Relations
  - a. Employee Rights
  - b. Labor Relations
    - i. History of Industrial Relations in Germany
    - ii. Labor relations around the globe
  - c. Works councils and co-determination
  - d. Collective Bargaining

#### **Selected References:**

The seminar is based in particular upon the following references:

- |              |                                                         |
|--------------|---------------------------------------------------------|
| Dessler, G.: | Human Resource Management, Global Edition, Pearson 2015 |
| Wilton, N.:  | An Introduction to Human Resource Management, Sage 2016 |
| York, K.:    | Applied Human Resource Management, Sage 2009            |

The seminar is also based upon the following references:

- |                            |                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------|
| Kirchner, J.(et al., ed.): | Key Aspects of German Employment and Labour Law, Springer 2010                                             |
| Journals:                  | Journal of Human Resource Management, Personnel Review, International Journal of Human Resource Management |
| Internet sources:          | <a href="http://www.shrm.org">www.shrm.org</a> , <a href="http://www.hrmguide.com">www.hrmguide.com</a>    |

#### **Important Note:**

The above outline is tentative to give you an idea of the sequence of topics. It can be modified and is only designed to give you an idea of the topics and the rate at which they will be covered. Some of the above topics will be covered in greater detail than others. The relative importance of each topic will be indicated in class.