HRMT Time Table

Module	Module Subtopics	Module Learning Objectives
Module 1: **Introduction to Human Resource Management**	• From Personnel Administration to Strategic HRM • The Strategic Value of HRM for Employees and the Organization • HRM's contribution to profitability, efficiency, and effectiveness • What Do HR Managers Do • What Are the Responsibilities of the HR Department • The HRM Process: Opportunities, Challenges, and Recent Trends in HRM • Human Resources/Labour Law and Equal Employment	• Define the path from personnel administration to strategic HRM • Identify the strategic value of HRM for employees and the organization • Identify HRM's contribution to the workplace • Identify the daily tasks of the HR manager • Define the HRM process • Differentiate between the opportunities and challenges in HRM • Recall recent trends in HRM
Module2: **Job Analysis and Job Design**	• Job Analysis • Types of Job Analysis • Job Design • Linking Job Analysis and Job Design to the HRM Process	• Define job analysis • Recall the characteristics of the most common types of job analysis • Identify job design • Identify the link between job analysis and design and the HRM process
Module 3: **Recruitment: Attracting the Right Talent**	• Finding Talent in the External Labor Market • Finding Talent Internally • Lateral Transfers and Promoting From Within • Designing an HR Talent Inventory • Linking Recruitment to the HRM Process • Opportunities, Challenges, and Recent Developments in Recruiting Talent • Legal Dimensions of Recruitment: Equal Employment Opportunity and Discrimination	• Define various strategies used in finding talent in the external labor market • Recall methods for finding internal talent • Identify recruitment strategies in regards to lateral transfers • Recognize the steps in designing an HR talent inventory • Identify the link between recruitment and the HRM process • Recall opportunities and challenges associated with recruiting talent • Define the legal dimensions of recruitment
Module 4: **Selection, Placement, and Job Fit**	• What Should You Select For Individual Differences • Selection and Job Fit • Interviews • Foundational Concepts in Designing and • Evaluating Selection Methods • Legal Issues in Selection	• Differentiate among the different qualities examined when selecting for placement or job fit • Identify character differences HR commonly looks for when making a selection • Define common tools used in selecting a candidate for a position • Identify various types of job interviews an organization may employ • Recall the foundations concepts in designing and evaluating selection methods • Identify the impact of selection and job fit on employee motivation, morale, productivity and retention

Module 5: Compensation and Benefits	• The Motivational Role of Pay and Rewards: A Psychological Framework • Compensation and Incentives • Pay Structures • Types of Pay • Linking Compensation to the HRM Process • HR Laws Governing Compensation • Opportunities, Challenges, and Recent Trends in Compensation • The Strategic Importance of Benefits • Types of Benefits	• Recall the factors involved in motivating employees • Define the motivational theories developed based on content perspectives • Identify the foundations of behavioral perspectives • Identify the role of pay structure in an organization • Recall the most frequently used types of pay in an organization • Recognize how compensation plans are created • Identify the challenges and opportunities involved in compensation
Module 6: Training and Development	• The Strategic Value of Training and Development • The Training Process • Training Needs Assessment • Forms of Training and Development • Orientation and Onboarding • Technical and Nontechnical Training • Linking Training and Development to the HRM Process • Opportunities, Challenges, and Recent Trends in Training and Development	• Identify the strategic value of training and development • Recall the strategic decisions which need to be made regarding training deliverables and effectiveness • Identify the stages of the training needs assessment • Recall the recommended factors which should be addressed during the training design stage • Recognize the content and resources needed to meet training goals and objectives • Differentiate between the types of training delivery • Identify the most common methods of training used by organizations
Module 7: Performance Management	• Employee Productivity • What is Performance Appraisal and Why Is It Important • Common Performance Appraisal methods • Performance Measurement • Linking Performance Appraisal to the HRM Process • Opportunities, Challenges, and Recent Developments in Performance Management	• Define performance • Identify the predetermined set of criteria used as the bare minimum to define and measure employees' performance • Identify the direct effects of employee attitude • Define the elements included in the evaluation of employee performance • Differentiate between objective and subjective performance measures • Recall common bias' to avoid when evaluating performance • Identify global and cross-cultural considerations in performance appraisal •
Module 8: The Future of Human Resource Management	• Globalization and HRM • Technology and HRM • HR Legislation and the Future of HRM • The Characteristics and Expectations of the 21st Century Generational Differences • Future Trends in Human Capital and Talent Management	• Identify emerging economies • Define the unique challenges faced by global leaders • Identify how technology has changed the traditional job search • Recall the factors involved in changing the way careers are looked at by prospective candidates • Define built-to-change organizations • Identify the organizational challenges associated with a benefits package
Assessment		