

المؤسسة العامة للتدريب التقني والمهني

الادارة العامة للمناهج

الادارة العامة للتدريب الاهلي

410 انجل		code								انجليزية خاصة بالموارد البشرية		Syllabus name
9th	8th	7th	6th	5th	4th	3rd	2nd	first	section			
							3		Credit hours			
							6		lecture			
							0		practical			
							4		exercise			
<b>Description of the syllabus</b>												
Human resources management is today one of the most important administrative functions of any facility because of the importance of the human element and its impact on the productive efficiency of the facility, and the concept has expanded to include several major activities, led by job analysis and classification, human resources planning, attracting, , stimulating and training human resources, as well as traditional human resources management activity at the facility												
<b>General objectives:</b> By the end of this course the trainees will be able to												
Conduct planning and implementation work to attract, interview and evaluate employees at the facility.												
<b>Detailed objectives: by the end of this course the trainees will be able to</b>												
define human resource management.												
define employee performance management.												
recognize guiding principles for performance management.												
recognize the role of the human resource function.												
explain the impacts of HR on organizational performance.												
show relationship between HRM and employee performance management.												
define resource planning.												
recognize the needs of HR heads to acquire and develop the human capital.												
show the fundamental characteristics of people.												
define Human Capital Management.												

differentiate between HCM and HRM.

list the main characteristics of human resources.

Training hours		Units
العملية	النظرية	
-----	6	Human Resource Management
-----	6	Performance Management & Function of HRM
-----	7	HRM and Employee performance Management
-----	6	HRM Policies and Planning
-----	7	Determinations of Organizational behavior
-----	6	Human Capital Theory
	38	Total

The theoretical detailed curriculum

Evaluation tools	Related task	Contents	Hours
<p>The evaluation is conducted by one or more of the following evaluation tools:</p> <p>1-Written questions. 2- Discussion and dialogue. 3-Study cases. 4- Practical exercises. 5- Team work 6- Tests(weekly, monthly and final)</p>	Basic knowledge	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ .Definition</li> <li>▪ Personality</li> <li>▪ Placement</li> <li>▪ Recruitment</li> <li>▪ Compensation package</li> <li>▪ .Competencies</li> <li>▪ Contractual arrangement</li> </ul>	6
		<ul style="list-style-type: none"> <li>▪ Guiding Principles of performance management</li> <li>▪ Function of HRM in organizations</li> <li>▪ How HR impacts on organizational performance</li> <li>▪ .</li> </ul>	6
		<ul style="list-style-type: none"> <li>▪ Relationship between HRM and employee performance management</li> <li>▪ People based management</li> <li>▪ Team work</li> <li>▪ Appraisal- performance management</li> <li>▪ Rewards</li> <li>▪ .</li> </ul>	7
		<ul style="list-style-type: none"> <li>▪ The contribution of HR to human resource planning</li> <li>▪ HRM policies with performance management</li> <li>▪ .Why have HR policies</li> <li>▪ HR policy areas</li> <li>▪ Overall policy</li> <li>▪ .Specific policies</li> <li>▪ .</li> </ul>	6
		<ul style="list-style-type: none"> <li>▪ Determinants of performance management</li> <li>▪ .Ability</li> <li>▪ Intelligence.</li> <li>▪ Personality</li> <li>▪ The trait concept of personality</li> <li>▪ .Attitudes</li> <li>▪ .</li> </ul>	7
		<ul style="list-style-type: none"> <li>▪ Significance of Human Capital Theory</li> <li>▪ Human capital</li> <li>▪ .Intellectual capital</li> <li>▪ .Social capital</li> </ul>	6

The theoretical detailed curriculum			
Evaluation tools	Related task	Contents	Hours
		.Organizational capital ▪ <b>Conclusion</b> ▪	