



Human Resource Management

Module 1—Strategic Management

- The Role of HR
- The Strategic Planning Process
- HR Planning and Environmental Scanning
- Organizational Structure, Part 1
- Organizational Structure, Part 2
- Measuring HR Effectiveness, Part 1
- Measuring HR Effectiveness, Part 2

Module 2—Workforce Planning and Employment

- Key Legislation Affecting Employee Rights, Part 1
- Key Legislation Affecting Employee Rights, Part 2
- Organizational Staffing Requirements
- Job Analysis and Documentation
- Recruitment
- Flexible Staffing
- Selection
- Employment Practices
- Organizational Exit
- Employee Records Management
- Key Legislation Affecting Privacy and Consumer Protection
- Equal Employment Opportunity/Affirmative Action, Part 1
- Equal Employment Opportunity/Affirmative Action, Part 2
- Gender Discrimination and Harassment in the Workplace

Module 3—Human Resource Development

- An Introduction to Human Resource Development
- Adult Learning and Motivation
- The Instructional Design Process
- Career Development
- Leadership Development
- Organizational Development
- Performance Management

Module 4—Compensation and Benefits

- Compensation Legislation
- Total Compensation and the Strategic Focus of the Organization
- Job Evaluation and Pay Surveys
- Pay Structures and the Payroll Function
- Compensation Systems
- Compensation Systems
- Employee Benefits, Part 1

- Employee Benefits, Part 2
- Employee Welfare Benefit Plans, Part 1
- Employee Welfare Benefit Plans, Part 2
- International Compensation and Benefits
- Module 5—Employee and Labor Relations
 - Key Legislation, Part 1
 - Key Legislation, Part 2
 - Key Legislation, Part 3
 - Employee Relations, Organizational Culture and Employee Involvement, Work Rules, Communications, Discipline, Part 1
 - Work Rules, Communications, Discipline, Part 2
 - Union Organization, Part 1
 - Union Organization, Part 2
 - Union Organization, Part 3
 - Unfair Labor Practices
 - Collective Bargaining
 - Strikes and Secondary Boycotts, Part 1
 - Strikes and Secondary Boycotts, Part 2
 - Public Sector and International Employee and Labor Relations
- Module 6—Occupational Health, Safety and Security
 - Introduction and Key Legislation, Part 1
 - Introduction and Key Legislation, Part 2
 - Introduction and Key Legislation, Part 3
 - Safety, Part 1
 - Safety, Part 2
 - Health, Part 1
 - Health, Part 2
 - Security, Part 1
 - Security, Part 2
- Appendix—Supplemental Lectures
 - The Beginnings of HR
 - HR as a Profession and Preparing for Certification
 - More About the HRCI Certification Exams
 - Test-Taking Tips
 - Ethical Issues
 - Where Do We Go From Here?
 - The Workforce
 - Impact of Other Issues on HR