

**Jadara University**  
**Faculty of Business**  
**Business Administration Department**

**Syllabus**  
**(Master)**

**General Information:**

**Title:** Advanced Human Resources Management (309707)

**Course:** Fall Semester 2019/ 2020

**Instructor:** Dr. Roqaya Al-Bdareen

**Location:** Room D004

**Office Hours:** Sunday, Tuesday (11:30-1)  
Monday, Thursday (9-11:30)

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**Jadara University Vision Statement:** To achieve distinctive position among National and Arab universities regarding knowledge creation, dissemination, and application so as to enrich individuals' lives and contribute to achieve sustainable and comprehensive development for society, country, and nation.

**Mission Statement:** To provide distinctive education that meets the needs of national and Arab communities and contributes to achieve economic and societal development, and builds whole personality of students. Also, to find a motivating environment of research and intellectual innovation, integrate people and technology, enhance university human capital, and create open channels of communication with higher education institutions locally and abroad.

**Course Description:**

This advanced course is designed for HR professionals who wish to make an effective contribution at a strategic level in today's rapidly changing organizations, internally or as external consultants. Students will integrate the knowledge gained through previous coursework and experience and build on that conceptual foundation. Emerging issues in human resource management will be discussed. Covered topics include: the concept of human resources management (RHM), HR strategies, developing and implementing HR strategies. The role of HR, the impact of HRM, Job analysis and job design, Human resource planning, Recruitment and selection, Training and development, Performance management, Employee compensation and benefits, Managing careers, Labor relations and collective bargaining, Improving occupational safety, health and risk management. Advanced HR management skills such as consultation skills, coaching, change management, and facilitation skills will be explored and practiced. Students will learn

how to safeguard their organization's bottom-line by acquiring the high-level skills needed to excel as an HR leader.

### **Course Objectives:**

Upon completion of this course, students will be able to:

- 1) Explain the future trends influencing the workforce, the workplace, and HR
- 2) Identify the strategies for HR transformation
- 3) Describe the six domains of HR competencies of successful HR professionals
- 4) Practice various communication and negotiation tactics for effective dialogue with senior management
- 5) Design strategies to re-engage employees and heighten products
- 6) Illustrate the increasing multi-generational issues, and implement a retention strategy that addresses the needs of all generations.
- 7) Practice advanced HR management skills such as consultation skills, coaching, change management, and facilitation skills
- 8) Apply the HR strategies and competencies learned to real life work situations

### **Expected Learning Objectives:**

- 1) Students will understand the fundamental principles necessary to be an effective advanced human resources manager
- 2) Students will learn factual knowledge about issues in human resources management
- 3) Students will think about application of course material covered in order to improve thinking, problem solving, and decision making.
- 4) Students will have an appreciation of related applications to real-life HR theories they learn.

### **Outcomes:**

- 1) Students will demonstrate knowledge about fundamental principles, generalizations, and/or theories and concepts in advanced human resources management.
- 2) Students will be able to use and explain the meaning for factual knowledge (terminology, methods, trends) such as understanding and addressing the increasing multi-generational issues, and implementing a retention strategy that addresses the needs of all generations.
- 3) Students will be able to apply the basic principles to effective HR consulting skills.

4) Students will be able to apply course material to improve thinking, problem solving, and decision making in the advanced human resources management arena.

5) Students will be able to give examples of real-life application of advanced HR theories they learn such as: How to transform HR from the outside in, and how to safeguard their organization's bottom-line by acquiring the high-level skills needed to excel as an effective HR leader.

## **Materials**

### **Required Texts and Materials:**

#### **Key References:**

1. Rai Technology University (2016). **Advanced Human Resources Management**, Dhodballapur Taluk, Bangalore.
2. Dessler, Gary (2016). **Human Resources Management**, 4<sup>th</sup> edition. England, Harlow: Pearson Education Limited.
3. Sanghi, Seema (2014). **Human Resources Management**, New Delhi: Vikas Publishing House PTV LTD.

#### **Additional References and Supporting Materials:**

1. Ahmad, SHoeb (2015). **Human Resources Management: In Practice**, New Delhi: Discovery Publishing House PTV LTD
2. Pattanayak, Biswajeet (2014). **Human Resources Management**, New Delhi: PHI Learning Private Limited.
3. Singh, Narendar (2011). **Human Resources Management**, New Delhi: University Science Press.
4. Kumar, Pankaj(2014). **Concepts in Human Resources Management**, New York: Globus Press.
5. Sharma, neetu (2014). **Human Resources Management in 21 Century**, New Delhi: Kumud Publications
6. Wills, Gohn (2013). **Human Resources Management**, UK: Random Export.
7. Taneja, Shikha (2012). **Human Resources Management**, New Delhi: S.K. Kataria, and Sons

8. اسماعيل، محمود عبدالله (2019). إدارة الموارد البشرية، جمهورية مصر العربية: الاسكندرية.

9. ابو شيخه، نادر (2018). إدارة الموارد البشرية، الأردن: دار وائل للنشر والتوزيع.

10. ديسلر، جاري (2007). ( ترجمة: محمد سيد عبدالمتعال). إدارة الموارد البشرية ، دار المريخ للنشر والتوزيع ، المملكة العربية السعودية.

## Teaching Methods:

The course is organized around weekly lectures of 3 hours duration. Each lecture addresses a particular theme central to the study of advanced human resources management. Several methods will apply like direct teaching, PowerPoint Presentations, case studies, participation and group work, problem solving, brain storming, and role playing. In addition, students will be asked to individually prepare and present one subject of interest before the class finish.

## Evaluation Plan:

Students are to attend all classes prepared to discuss the readings. A final research paper ( project) allowing students to explore a topic of individual interest will be required. The evaluation plan and grading will be as follows:

Participation, presentation and assignments	15%
Midterm Exam	30%
Term Paper	15%
Final Exam	40%
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Total	100%

## Sixth: Course Plan:

<b>Weeks No</b>	<b>Topics</b>	<b>Readings</b>	<b>Chapters</b>
<b>1</b>	Introduction to HRM.	Rai Technology University (2016). <b>Advanced Human Resources Management</b> Sanghi, Seema (2014). <b>Human Resources Management</b>	Chap 1 Chap 1
<b>2</b>	Job analysis and job design.	Rai Technology University (2016). <b>Advanced Human Resources Management.</b> Dessler, Gary (2016). <b>Human Resources Management</b>	Chap 4 Chap 4
<b>3</b>	Human resource planning	Rai Technology University (2016). <b>Advanced Human Resources Management.</b> Dessler, Gary (2016). <b>Human Resources Management</b>	Chap 2 Chap 5
<b>4</b>	Recruitment and selection	Rai Technology University (2016). <b>Advanced Human Resources Management.</b> Dessler, Gary (2016). <b>Human Resources Management</b>	Chap 4 Chap 5,6

<b>5</b>	Training and development	Rai Technology University (2016). <b>Advanced Human Resources Management.</b> Sanghi, Seema (2014). <b>Human Resources Management</b>	Chap 5  Chap 6
<b>7</b>	Midterm Exam	-	-
<b>8</b>	Performance management	Dessler, Gary (2016). <b>Human Resources Management</b> Sanghi, Seema (2014). <b>Human Resources Management</b>	Chap 8  Chap 8
<b>9</b>	Employee compensation and benefits	Rai Technology University (2016). <b>Advanced Human Resources Management</b> Sanghi, Seema (2014). <b>Human Resources Management</b>	Chap 6  Chap 10,11
<b>10</b>	Managing careers	Rai Technology University (2016). <b>Advanced Human Resources Management</b> Dessler, Gary (2016). <b>Human Resources Management</b>	Chap 5  Chap 9
<b>11</b>	Labor relations and collective bargaining	Dessler, Gary (2016). <b>Human Resources Management</b> Rai Technology University (2016). <b>Advanced Human Resources Management</b>	Chap 13  Chap 8
<b>12</b>	Improving occupational safety, health and risk management	Dessler, Gary (2016). <b>Human Resources Management</b> Daniels, et al.(2004). <b>International Business: Environments and Operations.</b>	Chap 14  Chap 14
<b>13</b>	Research Papers Presentation and Evaluation		
<b>14</b>	Final Exam		