HUMAN RESOURCE MANAGEMENT (2007/2008)

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I. - OBJECTIVES:

1. Having in mind that every manager of a firm is a HRM, give a general guide about how to manage people.
2. Argue how HRM can be a strategic partner of any firm.
3. Have a general overview about the knowledge, skills and abilities that must have a Human Resource Manager.
4. Describe the fundamental tools, methods and techniques that are used in a Department of Human Resource.
5. Give a general overview about managerial practices in Spain (with a special attention in HRM).

II. - SYLLABUS:

1. Human resource challenges.
   1.1. The managerial perspective of HR.
   1.2. Environmental challenges.
   1.3. Organizational challenges.
   1.4. Individual challenges.

2. Strategic HR planning.
   2.1. Benefits and challenges of strategic HR planning.
   2.2. The strategic HR choice.
   2.3. HR strategies and firm performance.
   2.4. HR planning and the role of HR department.

3. Firm organization and HR management.
   3.1. Work flow analysis.
   3.2. Work teams.
   3.3. Motivation, job design and job descriptions.
   3.4. Flexibility and work force.

4. The hiring process.
4.1. HR supply and demand.
4.2. Recruitment.
4.3. Selection.
4.4. Socialization.

5. Employee separation and outplacement.
   5.1. Costs, benefits and types of employee separations.
   5.2. Early retirements.
   5.3. Layoffs.
   5.4. Outplacement.

6. Communication.
   6.1. Employee relations.
   6.2. Communication process.
   6.3. Types of communication programs.
   6.4. Employee recognition programs.

7. International dimensions of HR management.
   7.1. The stages of international involvement.
   7.2. Challenges of expatriate assignments.
   7.3. Effectiveness of expatriate assignments.
   7.4. HR management in a global context.

8. Managerial Practices in Spain (Special attention in HR management).
   8.2. Managerial practices in Spain.
   8.3. Characteristics of Spanish HR managers.
   8.4. HR managerial practices in Spain.

III. - METHODOLOGY:

From the first class the student will have access to the whole learning package, with the result that it would not be necessary any additional material. More than large lectures, it would be fomented the discussion on HRM practices that could have several points of view (with a previous overview by the professor). An important part of the time will be dedicated to outline actual cases of firms for its discussion. Additionally it would be proposed cases every week to discuss them the following week in order to be able to get a continuous evaluation and knowledge of the different units.

IV. - ASSESSMENT:
• 10% Attendance and Participation.
• 40% Resolution of Cases.
• 50% Final exam.

V. - SELECTED BIBLIOGRAPHY

• Basic Bibliography:


• Complementary Bibliography: