

## **COLLEGE OF BANKING & FINANCE**

*Affiliated with University of Karachi*

### **Course Description:**

This course provides a comprehensive overview of the principles and practices of Human Resource Management (HRM). Students will learn about the strategic role of HRM in organizations, including recruitment, selection, training, performance management, employee relations, and talent development.

### **Course Objectives:**

- Understand the strategic role of HRM in organizations
- Learn about the recruitment and selection process
- Understand the importance of training and development
- Learn about performance management and appraisal
- Understand employee relations and communication
- Develop skills in HR metrics and analytics

### **Course Outline:**

#### **Module 1: Introduction to HRM**

- Definition and scope of HRM
- Evolution of HRM
- Role of HRM in organizations
- HRM functions and responsibilities
- Strategic HRM

#### **Module 2: Recruitment and Selection**

- Recruitment strategies and techniques
- Job analysis and job description
- Selection methods and tools
- Interviewing and assessment techniques
- Best practices in recruitment and selection

#### **Module 3: Training and Development**

- Importance of training and development
- Types of training programs
- Designing and delivering training programs
- Training needs analysis
- Evaluating training effectiveness

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### **Module 4: Performance Management**

- Performance management systems
- Goal-setting and feedback
- Performance appraisal and evaluation
- Performance improvement plans
- Best practices in performance management

### **Module 5: Employee Relations**

- Employee communication and engagement
- Conflict resolution and negotiation
- Employee well-being and retention
- Diversity, equity, and inclusion
- Employee advocacy

### **Module 6: Talent Management**

- Talent management strategies
- Succession planning
- Leadership development
- Career development and planning
- Talent retention

### **Module 7: Employment Law and Compliance**

- Overview of employment law
- Compliance requirements
- Discrimination and harassment
- Workplace safety and health
- Employee rights and responsibilities

### **Module 8: Implementation of AI in Human Resources**

- Role of AI in HRM
- Benefits and Challenges of AI integration in HRM
- AI Integration in HRM