

PRINCIPLES OF HUMAN RESOURCE MANAGEMENT
COURSE NO: 432

1. INTRODUCTION:
The Nature & Challenge of Human Resource Management
Organizational Design
Managing the Personnel Unit
2. PROCUREMENT:
 - a. Job Design & Human Resource Requirement
 - b. Recruiting & Hiring
 - c. Tests & Interview
 - d. Executive talent Procurement
3. DEVELOPMENT:
 - a. Training operative personnel
 - b. Executive & Organizational development
 - c. Advancement
 - d. Performance Appraisal & Management by objective
4. COMPENSATION:
 - a. Base Compensation
 - b. Incentive Compensation
 - c. Supplementary Compensation
5. INTEGRATION:
 - a. Motivation
 - b. Human & Organizational Conflicts
 - c. Communication & Counseling
 - d. The status of Labor Union
6. MAINTENANCE:
 - a. Safety & Health
 - b. Employee Benefits
 - c. Personnel Research

RECOMMENDED BOOKS:

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| 1. Joseph.P.Bacarro. | Human Resource Essentials |
| 2. Michael Armstrong | A Handbook of Human Resource Management Practice. |
| 3. Edwin.B.Flippo | Principles of Personnel Management |
| 4. Stanely.L. Sokolik. | The Personnel Process (Line & Staff dimensions in managing people at work) |
| 5. Beech,Dale,S.Personnel: | The Management of Peoples at Work, Macmillan International. |
| 6. Flippo,E.D. | Principles of Personnel Management, McGraw Hill . |
| 7. Paul Pigors and Charles A. Mayers. | Personnel Administration, McGraw Hill. |
| 8. Michael J. Jusis. | Personnel Management. Richard.D.Irwin, Inc. |
| 9. Bernardin, H.J. | Human Resources Management McGraw Hill. |
| 10. Michal Bottamly | Personnel Management McDonald and Evans Ltd. |