

Introduction to Human Resource Concepts

Course Overview

This course teaches students about attracting and retaining employees, recruiting, selection and orientation, training and development, performance appraisal, legal environment of HRM, motivating employees, contemporary motivation theory, motivation techniques, and teams and teamwork.

<u>Course Introduction</u>	4m
Course Introduction	
<u>Lesson 01 - Human Resources Assistant Introduction</u>	15m
Human Resources Assistant Introduction	
Human Resources Assistant	
Potential Careers	
Employment Outlook	
Lesson 01 Review	
<u>Lesson 02 - Attracting and Retaining Employees</u>	44m
Attracting and Retaining Employees	
HRM Overview	
HR Planning	
Forecasting Demand	
Forecasting Supply	
Matching	
Cultural Diversity	
Demo - Diversity Survey	
Lesson 02 Review	
<u>Lesson 03 - Recruiting, Selection and Orientation</u>	2h 7m
Recruiting, Selection and Orientation	
Job Analysis	
Human Resources Assistant Job Responsibilities	
Demo - Application	
Demo - Bad Resume	
Demo - Good Resume	
Demo - Cover Letter	
Recruiting	
External Recruiting	
External Recruiting Advantages	
External Recruiting Disadvantages	
Internal Recruiting Advantages	
Internal Recruiting Disadvantages	
Selection	

Gathering Information
Employment Tests
Interviews
Typical Interview Questions
References
Orientation
Demo - Form I-9
Demo - Form W-9
Demo - Form W-4
Demo - Form 1095-B
Compensation and Benefits
Compensation Decisions
Wage Level
Wage Structure
Individual Wage Specifics
Comparable Worth
Compensation Types
Lesson 03 Review

Lesson 04 - Training and Development

28m

Training and Development
Personal and Professional Development
Rewards of Training and Development
Analysis
Methods
Evaluation
Demo - Training Evaluation Form
Lesson 04 Review

Lesson 05 - Performance Appraisal

35m

Performance Appraisal
Objective and Subjective Methods
Sample Rating Scale
Common Techniques
Demo - Appraisal
Performance Feedback
Lesson 05 Review

Lesson 06 - Legal Environment of HRM

42m

Legal Environment of HRM
National Labor Relations Act
Labor-Management Relations Act
Fair Labor Standards Act
Child Labor
Tip Credit and Enforcement
FLSA Additional Information
Equal Pay Act
Civil Rights Act
Age Discrimination in Employment Act
Occupational Safety and Health Act

Employment Retirement Income Security Act
Affirmative Action
Americans with Disabilities Act
Lesson 06 Review

Lesson 07 - Motivating Employees

1h 7m

Motivating Employees
Motivation
History
Soldiering
Scientific
Hawthorne
Maslow
Physiological Needs
Safety Needs
Social Needs
Esteem Needs
Maslow's Hierarchy of Needs
Maslow's New Pyramid
Herzberg
Motivation-Hygiene Theory
Motivation and Hygiene Factors
Using the Motivation-Hygiene Theory
Theory X and Theory Y
Theory X Assumptions
Theory Y Assumptions
Theory Z
Type J Firm Characteristics
Type A Firm Characteristics
Type Z Firm Characteristics
Reinforcement
Lesson 07 Review

Lesson 08 - Contemporary Motivation Theory

33m

Contemporary Motivation Theory
Weakness of Maslow and Herzberg's Theories
Equity Theory
Expectancy Theory
Goal Setting Theory
Lesson 08 Review

Lesson 09 - Motivation Techniques

56m

Motivation Techniques
Management by Objectives
Step 1
Step 2
Step 3
Step 4 and Step 5
Job Enrichment
Job Enlargement

Job Redesign
Behavior Modification
3 Step Process
Flextime
Flextime Schedule
Part-Time
Job Sharing
Telecommuting
Telecommuting Employee Disadvantages
Empowerment
Employee Ownership
Lesson 09 Review

Lesson 10 - Teams and Teamwork

29m

Teams and Teamwork
What is a Team?
Problem Solving Teams
Self Managed Work Teams
Cross Functional Teams
Virtual Teams
Stages of Development
Forming
Storming
Norming
Performing
Adjourning
Roles Within
Team Cohesiveness
Team Conflict
Benefits and Limitations
Lesson 10 Review
Course Closure

Total Duration: 7h 59m