

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



**Human Resource Development I**

## **Introduction to Human Resource Management:**

The Origins & the Recent Changes & Development in the Employment Field  
The Nature of HRM & the Different Perspectives of it - Existing Personnel Practices, Management Disciplines, Resource Based Model  
Evaluation of Models, Frameworks & Theories of HRM

## **Human Resource Management in Context:**

The Nature of Organisation & Management  
The Historical Context  
Changing Management Attitudes  
Changing Labour Management Techniques  
Perception  
Knowledge & Thinking

## **Resourcing the Organisation:**

Labour Markets  
Institutional Theories  
Labour Market Theories

## **Human Resource Planning:**

Definitions & Scope of HR Planning  
Who, What, Why of HR Planning  
Creating an HR Plan & Supply & Demand  
Managing Change & Teamwork

## **Job Design:**

Taylorism & Braveman  
Human Relations & Multi-Skilling

## **Recruitment & Selection:**

The Systematic Approach  
Job Descriptions  
Person Specifications  
Shortlisting  
Testing & Interviewing  
Key Legislation  
International Perspectives  
Ethical Issues

## **Reading List**

### **Main Text:**

Human Resource Management: A Contemporary Perspective - I Beardwell & L Holden (Pitman)  
*Chapters 1-6 inclusive*

### **Alternative Texts and Further Reading:**

Employee Resourcing - D Torrington, L Hall, I Haylor, J Myers (Pitman)  
Management & Organisational Behaviour - L Mullins (Pitman)  
Personnel Management - S Tyson & A York (Heinemann)  
Personnel & HR Journals

