

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



HUMAN RESOURCES MANAGEMENT

28 MARCH 2006

Individuals & Groups:

- Individual Differences
- Perceptions
- Communications
- Motivation
- Industrial Psychology
- Behavioural Theories
- Research Studies
- Groups
- Group Dynamics
- Personal & Group Goals

Manpower Planning:

- Recruitment & Selection
- Interviewing
- Selection Testing
- Validation of Testing Procedures
- Training
- Systems Approach to Training
- On-Job Vs Off-Job
- Induction Programmes
- Personnel Records
- Use of Computers

Job Analysis:

- Job Description
- Job Specification
- Person Specification
- Job Rotation
- Job Enlargement
- Job Enrichment
- Job Evaluation

Development of a Human Relations Approach:

- Role of Personnel Department
- Nurturing Human Assets in a Business
- Career Development
- Counselling
- Welfare
- Participating in Decision-Making
- Supportive Management Styles

Industrial Relations:

- The Role of the Trade Union
- Moves Toward Industrial Democracy
- Strikes, Cause, Effect & Avoidance

Reading List

Main Text:

Management & Organisational Behaviour - L Mullins (Pitman)

Alternative Texts and Further Reading:

- Human Resources Management: Perspectives & Issues - G Ferris & K Rowland (Allyn & Bacon)
- Human Resource Planning - John Bramham (I P M)
- Personnel Management - S Tyson & A York (Heinemann)
- Management & Motivation - Vroom & Deci (Penguin)
- People in Organisations - P Armstrong & C Dawson (Elm)