

Learning Outcomes



The content, assignments, and assessments for Human Resources Management are aligned to the following learning outcomes. For a complete list of topics covered in the course, see the [Detailed Learning Outcomes](#).

Module 1: The Role of Human Resources

Discuss the importance and the role of human resources management

- Explain the concept of human resource management
- Describe the functions of human resource management

Module 2: Human Resource Strategy and Planning

Discuss strategy in human resources management, and how to create a human resources plan

- Discuss the foundations of human resource management
- Discuss the strategic management process
- Discuss human resource strategic planning

Module 3: Human Capital Trends

Discuss people analytics and human capital trends

- Explain the concept of people analytics
- Identify the use of people analytics in strategy
- Discuss human capital trends

Module 4: Diversity in the Workplace

Identify the laws relevant to avoiding discrimination in human resources management and discuss how to develop and support a diverse workforce

- Summarize the legislation regarding employment discrimination
- Discuss EEO (Equal Employment Opportunity) compliance best practices and enforcement
- Discuss the benefits & challenges of a diverse workforce
- Discuss how to promote diversity within your organization
- Highlight current diversity-related trends

Module 5: Workforce Planning

Describe the processes of job analysis, job design, and employment forecasting and discuss their importance in workforce planning

- Describe the steps in the workforce planning process
- Describe the job analysis process
- Explain the purpose and elements of job descriptions
- Discuss job design techniques and impacts

Module 6: Recruitment and Selection

Assess various recruitment and selection strategies, processes, and laws

- Discuss the recruitment process
- Discuss recruiting sources
- Discuss how to avoid discrimination in the recruiting process
- Discuss the selection process

Module 7: Onboarding, Training, and Developing Employees

Assess various onboarding, employee training & development and career management strategies

- Explain the value of onboarding
- Explain how to design, conduct, and evaluate employee training
- Explain how to develop employees

Module 8: Compensation and Benefits

Discuss various compensation and benefits plans and their effectiveness

- Discuss the laws regulating compensation
- Discuss various types of compensation
- Discuss benefits and benefit trends

Module 9: Performance Management and Appraisal

Evaluate various methods of performance management and employee appraisal

- Discuss the purpose of performance management
- Discuss the appraisal process
- Discuss ways to improve appraisal effectiveness

Module 10: Building Positive Employee Relations

Discuss strategies and methods to build and maintain positive employees relations

- Describe employee engagement
- Identify conflicts that affect work relationships

Module 11: Employee Termination

Discuss legal and social ramifications of employee termination, as well as those of downsizing an organization

- Discuss the impact of downsizing on the organization and employees
- Identify the legal and social effects of terminating an employee

Module 12: Employee Rights and Responsibilities

Discuss the rights and responsibilities of employees and their employers

- Discuss laws relating to employee rights
- Discuss the employee-employer contractual relationship
- Discuss disciplinary factors and guidelines

Module 13: Union-Management Relations

Differentiate between union and non-union organizations, and discuss the importance of union–management relations

- Explain why and how workers join unions
- Describe the laws that impact union and management relations
- Discuss the changing role and relevance of unions

Module 14: Safety, Health, and Risk Management

Identify the laws and challenges around safety, health, and risk management

- Describe the legal obligations for workplace safety and health
- Describe the Occupational Safety and Health Administration's (OSHA's) inspection & enforcement process
- Explain how to improve workplace safety
- Discuss human resource management risk management

Module 15: Corporate Social Responsibility

Discuss the importance and legal ramifications of ethics, social responsibility, and sustainability in the modern business environment

- Explain the concept and business relevance of ethics
- Explain the concept and business relevance of sustainability
- Explain the concept and business relevance of corporate social responsibility

Module 16: Managing Global Human Resources

Discuss the opportunities and challenges of managing human resources in the global business environment

- Identify the benefits of a geographically dispersed workforce
- Describe ways to engage a global team

Module 17: Managing Human Resources in Small & Entrepreneurial Businesses

Identify the unique challenges and processes of managing human resources in small and entrepreneurial businesses

- Discuss how to determine resource requirements
- Summarize employment laws relevant to small businesses
- Identify essential HR-related forms and publications and related resources
- Discuss how to hire for a start-up culture and environment

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