

## Diploma in Human Resource Management (HRM)

October 2020

Month	Date	Wednesday 18.30 - 21.30
<b>October</b>	21	Definitions and key activities of human resource management (HRM)
	28	Individual and group behaviour Managing team development
	04	Performance planning, objective setting, evaluation and management. Motivation and leadership
<b>November</b>	11	Strategic human resource and employment planning
	18	Job analysis, design and specification setting. Recruitment, selection and probation.
	25	Retention, training & development, training needs analysis
<b>FRIDAY</b>	27	Grievance and disciplinary processes.
<b>December</b>	02	Reward and benefits management and compensation administration.
	09	Organisational career management
	16	Employee relations - culture, arbitration, negotiations
	23	International HRM – influence of diversity and multi-national companies and cultures

### Assessment:

One piece of coursework submitted within 2 weeks of course completion.

Please note this is a provisional timetable and subject to change.

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