

MODULE 1

INTRODUCING HUMAN RESOURCE MANAGEMENT

INTRODUCTION
THE HISTORY OF DEVELOPMENT OF HRM
STRATEGIC HRM
HRM & THE BUSINESS CONTEXT
CONTEMPORARY FEATURES OF HRM
HRM POLICIES & PRACTICES
STRUCTURE & ROLE OF THE HR FUNCTION

MODULE 2

WORKFORCE PLANNING AND TALENT MANAGEMENT

WORKFORCE PLANNING
WORKFORCE PLANNING CYCLE
WORKFORCE PLANNING TO TALENT MANAGEMENT
WHAT IS TALENT MANAGEMENT?
TALENT IDENTIFICATION
RECRUITING TALENT

MODULE 3

RECRUITMENT AND SELECTION

STRATEGIC RECRUITMENT & SELECTION
JOB ANALYSIS
RECRUITMENT: DECIDING ON THE METHODS
RECRUITMENT: THE JOB ADVERTISEMENT
RECRUITMENT: SHORTLISTING STAGE
USING THE SELECTION METHODS
MAKING THE FINAL SELECTION DECISION
FINAL PROCEDURES

MODULE 4

EMPLOYEE ENGAGEMENT, INDUCTION, AND RETENTION

INTRODUCTION
ENGAGEMENT
RETENTION
INDUCTION
EMPLOYEE TURNOVER

MODULE 5

PERFORMANCE MANAGEMENT

- INTRODUCTION
- PERFORMANCE & PERFORMANCE MANAGEMENT
- ENGAGEMENT & PERFORMANCE MANAGEMENT
- PERFORMANCE MANAGEMENT SCHEMES
- PERFORMANCE MANAGEMENT PITFALLS
- OVERCOMING PERFORMANCE MANAGEMENT PITFALLS
- MANAGING UNDERPERFORMANCE

MODULE 6

MANAGING REWARDS

- INTRODUCTION
- REWARD SYSTEM
- REWARD PACKAGE
- FINANCIAL REWARDS
- PERFORMANCE RELATED PAY (PRP)
- NON-FINANCIAL REWARDS
- DETERMINING THE RELATIVE VALUE OF JOBS
- INTERNAL ALIGNMENT: JOB EVALUATION
- EXTERNAL COMPARISONS

MODULE 7

LEARNING AND DEVELOPMENT

- INTRODUCTION TO LEARNING & DEVELOPMENT
- STRATEGIC ROLE OF LEARNING & DEVELOPMENT
- LEARNING STYLES
- TRAINING
- ON-THE-JOB TRAINING
- OFF-THE-JOB TRAINING
- PLANNING AND DELIVERING TRAINING PROGRAMME

MODULE 8

EXIT MANAGEMENT

- EXIT MANAGEMENT: AN OVERVIEW
- REDUNDANCY
- DISMISSALS
- RETIREMENT
- RESIGNATION
- EXIT INTERVIEW

MODULE 9

HR ANALYTICS

- WHAT IS HR ANALYTICS?
- SCOPE OF HR ANALYTICS
- HR ANALYTICS APPLICATION: EXAMPLE I
- HR ANALYTICS APPLICATION: EXAMPLE II
- HR ANALYTICS APPLICATION: EXAMPLE III
- HR ANALYTICS APPLICATION: EXAMPLE IV

MODULE 10

HR INFORMATION SYSTEMS

- WHAT IS AN HRIS?
- BENEFITS OF HRIS
- HRIS FUNCTIONS
- HRIS SUPPLIERS
- HRIS IMPLEMENTATION

MODULE 11

HR AUDIT

- INTRODUCTION
- WHO CONDUCTS THE HR AUDIT?
- FREQUENCY OF HR AUDIT
- SCOPE OF HR AUDIT
- FUNCTION-SPECIFIC HR AUDIT
- HR AUDIT PHASES
- CHALLENGES OF HR AUDIT

MODULE 12

ISLAMIC HRM

- INTRODUCTION
- INTENTION (NIYA)
- FOREVER MINDFUL OF THE ALMIGHTY ALLAH (TAQWA)
- KINDNESS & CARE (IHSAN)
- JUSTICE (ADL)
- TRUST (AMANA)
- TRUTHFULNESS (SIDQ)
- CONSCIENTIOUS OF SELF-IMPROVEMENT (ITQAN)
- SINCERITY (NASIHA)
- KEEPING PROMISES (WAFI)
- CONSULTATION (SHURA)
- PATIENCE (SABAR)

MODULE 13

EMPLOYEE RELATIONS

INTRODUCTION
THE PSYCHOLOGICAL CONTRACT
EMPLOYEE VOICE
PRACTICES OF INDUSTRIAL RELATIONS

MODULE 14

OCCUPATIONAL SAFETY AND HEALTH

- OCCUPATIONAL SAFETY & HEALTH: AN INTRODUCTION
- OSH POLICY & LAWS IN BANGLADESH
- BODIES LINKED WITH OSH IN BANGLADESH

MODULE 15

SELECTED TOPICS OF LABOUR LAW

- INTRODUCTION
- CHAPTER I – PRELIMINARY
- CHAPTER II – CONDITIONS OF EMPLOYMENT AND SERVICE
- CHAPTER V – HEALTH AND HYGIENE
- CHAPTER VI – SAFETY
- CHAPTER VIII – WELFARE MEASURES
- CHAPTER IX – WORKING HOUR AND LEAVE

MODULE 16

SOCIAL COMPLIANCE

INTRODUCTION
BUSINESS SOCIAL COMPLIANCE INITIATIVE (BSCI)
SOCIAL ACCOUNTABILITY 8000 (SA8000)
WORLDWIDE RESPONSIBLE ACCREDITED PRODUCTION (WRAP)