

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

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
- HR AUDIT PHASES
- CHALLENGES OF HR AUDIT
- SCOPE OF HR AUDIT
- FUNCTION-SPECIFIC 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

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

MODULE 15

SELECTED TOPICS OF LABOUR LAW

- 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
- CHAPTER XIII – TRADE UNIONS AND INDUSTRIAL RELATIONS

MODULE 16

SOCIAL COMPLIANCE

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