BES344-1

HR Management for Emergency Services

1 Credit

Instructor: TBA

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HR Management for Emergency Services

Calendar Description

This module introduces learners to the relationship between human resources and the strategic management of an organization. Topics include fundamental Human Resource Management techniques, management development approaches, and performance strategies. Learners are provided the opportunity to develop sensitivity to organizational life and effective personnel decision-making skills at the managerial level.

Rationale

This is one of the core modules for the Bachelor of Applied Business: Emergency Services program.

Good human resources management involves more than successfully hiring and retaining employees. This module addresses those and other related topics to give students the foundational skills with which to address personnel issues competently. By examining such topics as the goals and responsibilities of human resources management, and the necessary human resources management skills, students gain an appreciation of the requirements for successful HRM.

Prerequisites

None

Co-Requisites

None

Module Learning Outcomes

Upon successful completion of this module, students will be able to

1. discuss the functions of human resources management in an organization.
2. develop and implement human resources management skills for making effective personnel decisions.
3. identify and deal with personnel performance issues effectively.

Resource Materials

Required e-texts:

Dessler, G., Chhinzer, N., & Cole, N. D. (2015). *Management of Human Resources. The*

essentials (4th Cdn. ed.) Toronto: Pearson Prentice Hall.

McShane, S. L. (2004). *Canadian Organizational Behaviour* (5th. Ed) Toronto:

McGraw-Hill Ryerson. (Chapter 6 Applied performance practices. Pp. 172-180).

Stewart, E. B., Belcourt, G., Snell, S., Sherman, A., & White, D. (2003). Managing

Human Resources (2nd. ed.). Scarborough, ON. Canada: Nelson, Canada Limited.

Conduct of Module

This module is approximately 15 hours in length. It is delivered on-line and may involve individual, pair, and group work. Students are required to submit assignments, take part in asynchronous discussions, and undertake exercises in the workplace that call for reflective thinking. Participation in this module is paced and mandatory, and students are expected to practice time management skills accordingly. It is critical that each student read the assigned material and keep up to date with all objective tasks and assignments.

Student counseling: Students who are experiencing difficulty with the module should immediately consult the instructor by email.

Module withdrawal: Students should familiarize themselves with the school's module withdrawal policy and procedures, which are explained in the student handbook/calendar.

Students should budget approximately one to two hours of time in preparation for each one hour of the estimated 15 hours of class time.

All goals and evaluations of student application and demonstration of their knowledge and skills are determined as per the Online Discussion Grading Rubric and the Paper Grading Rubric linked within the module.

Evaluation Procedures

This module uses a variety of assessment tools to evaluate student performance. The final grade is an aggregate of the following components:

Threaded Discussions	(3)	70%
Analysis Essay	(1)	<u>30%</u>
Total	(6)	100%

All marks are recorded as percentages and then converted to a final letter grade according to the criteria shown below.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

Students must maintain a cumulative grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

Participation

Regular participation in threaded discussions is essential for success in the program. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the instructor. Poor participation may result in the termination of a student from a course(s).

If you do not meet the established participation requirements, your instructor will recommend that the Registrar withdraw you from the course. A failing grade of RW (Required to Withdraw) will appear on your transcript. No credit is earned. Calculated as a failing grade in GPA.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Module Units/Topics

This module consists of 4 units:

1. The scope of human resources management
   A study of the goals, responsibilities, and roles of human resources management.

2. Techniques of human resources management
   A study of human resources management techniques such as planning, preparing

job descriptions, and monitoring and evaluating staff performance.

3. Management development techniques
    A study of eight training techniques, including both on-the-job and off-the-job
    management development techniques

4. Analysis -- Performance and Evaluation
    An analysis related to **human** resources management issues and emergency
    services personnel.