Human Resource Management
Introduction to Human Resources Management
Business Management & Administration

Lesson Plan

Performance Objective
- Upon completion of this lesson, the student will develop an understanding of the role of the human resources (HR) function in an organization.

Specific Objectives
- Students will be able to define what human resources management is.
- Students will understand the role of HR within the functioning of an organization.
- Students will be able to summarize the major activities associated with human resource management.

Terms
Human Resource Management (HRM)- HRM is that part of the management process that specializes in the management of people in work organizations.

Time
When taught as written, this lesson should take approximately 55-65 minutes to teach.

Preparation

TEKS Correlations
This lesson, as published, correlates to the following TEKS. Any changes or alterations to the activities may result in the elimination of any or all of the TEKS listed.

130.119 (c) Knowledge and Skills
1) The student demonstrates an understanding of the traditional human resources functions. The student is expected to:
   (H) define the need and proper steps for strategic planning in human resources, including:
   (i) mission, vision, and values;
   (ii) environmental analysis;
   (iii) internal analysis;
   (iv) strategy formulation;
   (v) strategy implementation; and
   (vi) evaluation and assessment.

Interdisciplinary Correlations

English-English I
• 110.31 (b) (1) Reading/Vocabulary Development. Students understand new vocabulary and use it when reading and writing.
• 110.31 (b) (11) Reading/Comprehension of Informational Text/Procedural Texts. Students understand how to glean and use information in procedural texts and documents.

Occupational Correlation (O*Net – www.onetonline.org/)

Job Title: Human Resource Specialist
O*Net Number: 13-1071.00
Reported Job Titles: Recruiter, Personnel Officer, Employment Representative

Tasks
• Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
• Interpret and explain human resources policies, procedures, laws, standards, or regulations.
• Hire employees and process hiring-related paperwork.

Soft Skills
• Active Listening
• Speaking
• Critical Thinking

Accommodations for Learning Differences
It is important that lessons accommodate the needs of every learner. These lessons may be modified to accommodate your students with learning differences by referring to the files found on the Special Populations page of this website.

Preparation
1. Review and familiarize yourself with the terminology, website links, and proper keyboarding techniques.
2. Download the case study used for Assignment #1.
   a. Link- “Airline Hopes to Cut Costs, Regain Market Share”
3. Have materials and websites ready prior to the start of the lesson.

References

Instructional Aids
• Textbook or Computer Program Diagrams/Charts
• Lesson 1.01 Presentation
• Instructor Computer/Projection Unit
• Online Websites
• Supplies- construction paper, scissors for each team, glue for each team, thread for each team, and stapler with staples for each team

Introduction

1. Divide students into groups of five.
2. Give each team construction paper, scissors, glue, thread, and stapler.
3. Tell them that their task is to build a tower with the items provided.
   a. The tower will be judged on the basis of three criteria: appearance, stability, and height.
4. Students should be given 10-15 minutes to complete the task.
5. After the task is completed, judge the towers of each team on the basis of the three criteria.
6. Ask students how they went about completing the tower.
7. During the discussion ask students if each team member was used effectively to reach their goal: building the tower.

Ask each team to rate themselves on a scale from 1 to 10. They’ll rate themselves on the effectiveness of the team if the team was an organization and the purpose of the organization was to build the tower.
I. Human Resource Management
   A. Earlier was classified as “personnel management.”
   B. The “death” of personnel management led to the birth of HRM.

II. HRM covers the following five functional areas.
   A. Organizational Design
      1. Making sure there is a person-job fit for the jobs in the organization to fulfill the organizational goals.
      Associated practices are human resource planning and job analysis.
   B. Staffing
      1. Recruiting people with appropriate skills, abilities, knowledge, and experience to fill jobs in the work organization. Associated practices are recruitment and selection.
   C. Reward Systems, Benefits, and Compliance
      1. The design and administration of reward systems. Associated practices include job evaluation, direct and indirect employee benefits, and compensation. It also includes the legal environment of HRM.
D. Employee and Organizational Development
   1. Analyzing training requirements to ensure that employees possess the knowledge and skills to perform satisfactorily in their jobs or to advance in the organization.

E. Performance Management and Appraisal
   1. Performance Evaluation is a tool the organization can use to help enhance the efficiency of the work unit. This tool is a means to help ensure that employees are being utilized effectively.

Multiple Intelligences Guide

| Existentialist | Interpersonal | Intrapersonal | Kinesthetic/Bodily | Logical/Mathematical | Musical/Rhythmic | Naturalist | Verbal/Linguistic | Visual/Spatial |
Application

Guided Practice
Using the presentation, the teacher will explain human resource management. Discuss what HRM is, its features, its goals, scope, and significance.

Next, discuss Dave Ulrich’s HR myths and realities.

Independent Practice
1. HRM Assignment 1 – Case study
   - Ask students to read the case study and answer it.
2. HRM Assignment 2 – A write up on HRM at an organization
   - Split the class into teams with two members. Each team must choose one organization in any industry. Next, they must write a report on the HR department at the organization and the HR practices there.

Summary

Review
The human resources of an organization represent one of its largest investments. The objectives of HRM include personal objectives, organizational objectives, and societal objectives. The attainment of these objectives necessitates the performance of several functions. These include human resource planning, job analysis, staffing, orientation, training and development, performance appraisal, career planning, compensation, benefits, labor relations, and record keeping. All systems and sub-systems of HRM must be incorporated in the organization while setting the goals and objectives. This will also integrate the purposes and processes and make HRM more meaningful. In small organizations, most human resource functions are performed by owners or operating managers. Large organizations usually have a human resource department that is responsible for coordinating and directing the human resource functions. Successful human resource management is essential to organizational growth and success. In the light of new challenges, there are indications that human resource people will play an increasingly important role in an organization’s long-range planning and policy-making activities.

Evaluation

Informal Assessment
1. Instructor will observe students during Independent Practice
2. Instructor will assist students as needed

Formal Assessment
Use the assigned rubric to evaluate the projects assigned for Independent Practice
Extension
Invite a local HR professional to discuss his or her company’s HR department, and/or policies with students.