**CII – IL FUNCTIONAL EXCELLENCE COURSE COMPONENTS**

**EM-20: HUMAN RESOURCES MANAGEMENT**

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| **BLOCK** | **UNIT NOs** | **UNIT TITLE** |  |
| **I** |  | **CONTEXT, CONCEPT AND BOUNDARIES** |  |
|  | 1 | The Changing Social Context and Emerging Issues |
|  | 2 | The Concept and Functions of Human Resource Management |
|  | 3 | Structuring Human Resource Management |
| **II** |  | **GETTING HUMAN RESOURCE** |  |
|  | 4 | Job Analysis and Job Design |
|  | 5 | Human Resource Planning |
|  | 6 | Recruitment, Selection, Outsourcing |
|  | 7 | Socialization, Mobility and Separation |
| **III** |  | **PERFORMANCE MANAGEMENT AND POTENTIAL ASSESSMENT** |  |
|  | 8 | Competency Mapping |
|  | 9 | Performance Planning and Review |
|  | 10 | Potential Appraisal, Assessment Centers and Career and Succession Planning |
|  | 11 | HR Measurement and Audit |  |
| **IV** |  | **HUMAN RESOURCE DEVELOPMENT** |  |
|  | 11 | Human Resource Development System |
|  | 12 | Training |
|  | 13 | Mentoring and Performance Coaching |
|  | 14 | Building Roles and Teams |  |