## Management 464
### Human Resource Theory and Practice
#### Schedule of Classes*

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Activities and Assignments:</th>
<th>Readings:</th>
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</table>
| 1    | 01/19  | • Personal introductions and activities  
|      |        | • Course overview and expectations
| 2    | 01/26  | • Human Relations and Leadership Development  
|      |        | • Communicating Effectively
| 3    | 02/02  | • Human Relations and Leadership Development  
|      |        | • Conflict Management
| 4    | 02/09  | • Demographic Surveys Due  
|      |        | • The Legal Environment: Equal Employment Opportunity and Safety  
|      |        | • Legal Issues in HR  
|      |        | • Stewart Company Exercise 1
| 5    | 02/16  | • The Analysis and Design of Work  
|      |        | • Discrimination  
|      |        | • Work-Flow Analysis
| 6    | 02/23  | • Human Resource Planning and Recruitment  
|      |        | • Recruitment in Practice  
|      |        | • Yield Rates
| 7    | 03/01  | • Selection and Placement  
|      |        | • Stewart Company Exercise 2  
|      |        | • Interviewing
| 8    | 03/08  | • Training  
|      |        | • ADDIE Model of Design  
|      |        | • Midterm Exam
| 9    | 03/15  | • Spring Break - NO CLASS
| 10   | 03/22  | • Performance Management  
|      |        | • Preparing for Managing Performance  
|      |        | • Stewart Company Exercise 3
| 11   | 03/29  | • Employee Development  
|      |        | • Professional Development Plan
| 12   | 04/05  | • Employee Separation and Retention  
|      |        | • Personal Experiences  
|      |        | • Strategies
| 13   | 04/12  | • Pay Structure Decisions  
|      |        | • Group Experiential Exercise
| 14   | 04/19  | • Recognizing Employee Contributions with Pay  
|      |        | • Compensation in Practice
| 15   | 04/26  | • Employee Benefits  
|      |        | • Collective Bargaining and Labor Relations  
|      |        | • Group Experiential Exercise
| 16   | 05/03  | • Strategically Managing the HRM Function  
|      |        | • Guest Speaker –HRMANM
| 17   | 05/10  | • Final Exam

*Schedule Modification: The instructor reserves the right to change the class schedule based on changing circumstances and events, university policies, materials deemed helpful for your individual development, class input, etc.