



# HUMAN RESOURCE MANAGEMENT & LABOUR LAWS

## OBJECTIVE

To provide an overview of management. It covers theory, process and practice of the four fundamental management skills: planning, organizing, leading and controlling as well as the role of managers in organizations.

## Covering Modules

- Basic Concepts and Theme
- Acquisition and Absorption
- Development
- Maintenance and Retention
- Essential Major Labour Laws and Legal Obligations
- IT with HRM

**LAMBDA Consulting Group**

*training partner institute of*

**SKILL DEVELOPMENT COUNCIL**

# Human Resource Management & Labour Laws

Updated: 06-02-14

## Duration of Course

- ❖ Programme
- ❖ Schedule a Week (Sunday)
- ❖ Hrs. per Day

06 - Months  
01 – Days  
05 – Hrs.

## Programme Syllabus

### PRINCIPLES OF MANAGEMENT

#### Course Content:

This area provides an overview of management. It covers theory, process and practice of the four fundamental management skills: planning, organizing, leading and controlling as well as the role of managers in organizations.

#### LEARNING OUTCOMES:

At the successful completion of this course, you should be able to:

- ✓ Use management terms as they relate to business situation.
- ✓ Understand and apply management principles and concepts as they apply to business situations.
- ✓ Understand the role of management in making business decisions.
- ✓ Staffing

### UNIT 1: INTRODUCTION

#### Learning Outcomes:

**At the completion of this unit you should be able to:**

- ✓ Appreciate the complexities of managing in the 21<sup>st</sup> century.
- ✓ Describe the changing environment of management.
- ✓ Understand and apply ethics, diversity, culture and social responsibility in management.
- ✓ Explain options in managing entrepreneurial organizations.

### UNIT 2: PLANING

#### Learning Outcomes:

**At the completion of this unit, you should be able to:**

- ✓ Understand fundamentals of decision-making.
- ✓ Describe planning and setting of organizational objectives.
- ✓ Describe and apply strategic management.

### UNIT 3: ORGANIZATION

#### Learning Outcomes:

**At the completion of this unit, you should be able to:**

- ✓ Discuss the fundamentals of organizing.
- ✓ Discuss and explain how to design organizational structures.
- ✓ Describe and explain staffing and human resource management.

### UNIT 4: LEADING

#### Learning Outcomes:

**At the completion of this unit, you should be able to:**

- ✓ Understand the process of being a leader.
- ✓ Describe how to individual behavior and motivation.
- ✓ Leadership
- ✓ Management v/s leadership
- ✓ Leadership Style
- ✓ Understand the fundamentals influencing communication.
- ✓ Describe and explain how to lead group and teams.
- ✓ Understand and explain how to lead organizational change.

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## **UNIT 5: CONTROLLING**

### **Learning Outcomes:**

**At the completion of this unit, you should be able to:**

- ✓ Describe and explain how to control and build commitment.

## **QUALITY HUMAN RESOURCE MANAGEMENT**

### **Course Contents:**

#### **UNIT 1: QUALITY MANAGEMENT**

##### **Learning Objectives**

- ✓ Principles of Quality Management
- ✓ Quality Leadership
- ✓ Quality Gurus Teaching
- ✓ Quality Principles
- ✓ Quality Philosophy
- ✓ Deming 14 Points
- ✓ Case Studies

#### **UNIT 2: HUMAN RESOURCE BUILDING PROCES**

##### **Learning Objectives**

- ✓ People Development and Team Building HRM
- ✓ Total Quality Management
- ✓ Essentials
- ✓ Culture
- ✓ Process Improvements
- ✓ Human Resource Building Steps
- ✓ Model of HR Development
- ✓ Training

#### **UNIT 3: QUALITY MANAGEMENT SYSTEMS**

##### **Learning Objectives**

- ✓ Processes
- ✓ People
- ✓ Management Systems
- ✓ Performance Measurement
- ✓ Use of Quality Management Principles
- ✓ Customer Focus
- ✓ Quality Policy
- ✓ Management Review
- ✓ Resource Management
- ✓ Work Environment
- ✓ Planning of Product Realization
- ✓ Design & Development
- ✓ Purchasing
- ✓ Control of Production and service provision
- ✓ Customer Property
- ✓ Control of Monitoring and Measuring Devices
- ✓ Measurement, Analysis and Improvement
- ✓ Analysis of Data
- ✓ Improvement
- ✓ Case Studies



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## UNIT 4: TOOLS AND TECHNIQUES

### Learning Objectives

- ✓ The Tools and Techniques Most Commonly Used
- ✓ Drive
- ✓ Process Mapping
- ✓ Force Field Analysis
- ✓ Cause & Effect Diagram
- ✓ Brainstorming
- ✓ Pareto Analysis
- ✓ Statistical Process Control

## UNIT 5: PERFORMANCE MEASUREMENT

### Learning Objective

- ✓ Performance Management
- ✓ Prevention Coasts
- ✓ Appraisal Costs and
- ✓ Failure Costs
- ✓ PAF Model
- ✓ Process Cost Model
- ✓ SMART

## STRATEGIC HUMAN RESOURCE MANAGEMENT

### Course Contents:

This area provides a detail of Human Resource Management. It covers theory, process and practice of the four fundamental HR Management skills: Strategies, Policies, Analysis, Recruitment & Selection, and Performance Management & Appraisals will cover.

## UNIT 1: BASIC OF HRM

### Learning Objectives

- ✓ Organization Structures
- ✓ Overarching Goal of HRM
- ✓ HR Policies/ Practices
- ✓ Evolution of HRM Function

## UNIT 2: HRM STRATEGIES

### Learning Objectives

- ✓ Strategic HRM
- ✓ Consequences of wrong HR practices
- ✓ The managers HRM jobs
- ✓ Line Management
- ✓ Staff Manager
- ✓ Line Managers Responsibilities
- ✓ The vicious cycle
- ✓ Competencies Required of HR Department to become a full strategic partner
- ✓ Knowledge of business
- ✓ STRATEGIC THINKING
- ✓ Process Skills
- ✓ HR Technology
- ✓ The Changing HR role



## UNIT 3: HRM POLICIES

### Learning Objectives

- ✓ Policies
- ✓ Why adopt definite policies
- ✓ Organization
- ✓ Major parts of an organizational system
- ✓ Objectives of a business Organization
- ✓ How Organizations Grow?
- ✓ Management Levels / Hierarchy
- ✓ Organization Charts
- ✓ How Organizations Grow?

## UNIT 4: JOB ANALYSIS

### Learning Objectives

- ✓ Jobs Analysis
- ✓ Job Analysis
- ✓ Human Resource Planning
- ✓ Job Description
- ✓ Development of JD
- ✓ Job Evaluation
- ✓ Benefits of Job Evaluation
- ✓ Factors Determining Pay Methods of Job Evaluation
- ✓ Grading  
(Wages & Salaries / Perks)

## UNIT 5: RECRUITMENT & SELECTION

### Learning Objectives

- ✓ Recruitment
- ✓ Advertising for recruitment
- ✓ Analyze Requirements
- ✓ Advertising agency
- ✓ Criteria for selecting an agency
- ✓ Interviews
- ✓ THE SECTION DECISION

## UNIT 6: PERFORMANCE MANAGEMENT & APPRAISALS

### Learning Objectives

- ✓ Performance Management
- ✓ PROBLEMS IN PERFORMANCE APPRIASAL
- ✓ The Contribution of Organization / Individual in PM
- ✓ Performance Management Frame Work
- ✓ Shifting in PM
- ✓ Goal Setting (GS)
- ✓ Performance Appraisal
- ✓ Rewards Systems
- ✓ Value Expectancy theory
- ✓ Evaluation goals
- ✓ Coaching & Development Goal

## UNIT 7: TRAINING AND CAREER DAVELOPMENT

### Learning Objectives

- ✓ Training and Career Development
- ✓ Pre-Conditions for Learning
- ✓ Training Needs Assessment
- ✓ Organization Analysis



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- ✓ Task Analysis
- ✓ Person Analysis
- ✓ Performance Analysis Steps:
- ✓ Training Programs Effectiveness
- ✓ Evaluation Design
- ✓ The Concept of Career
- ✓ Job Progressions
- ✓ Career Paths
- ✓ Alternative Career Moves
- ✓ Promotion & Transfer
- ✓ Relocation Services
- ✓ Outplacement Services
- ✓ Determining Employee Potential
- ✓ Gauging Employee Potential
- ✓ Career Development Programs
- ✓ Assessment Center
- ✓ In-Basket Training
- ✓ Career Counseling
- ✓ Fast-Track Program
- ✓ Mentors
- ✓ Mentoring Functions
- ✓ Career Development for Women
- ✓ Career Development for Minorities
- ✓ Dual-Career Partnerships
- ✓ Stages of Career Development
- ✓ CISS Orientation and Basic Scales
- ✓ Combinations of Career
- ✓ Interests and Skills
- ✓ Entrepreneur

## UNIT 8: MOTIVATION & REWARDS

### Learning Objectives

- ✓ Rewards & Compensation
- ✓ Financial Rewards/Benefits
- ✓ Non- Financial Rewards/Benefits
- ✓ Compensation Objectives
- ✓ Pay and Motivation
- ✓ Theories of Motivation
- ✓ Establishing Pay Rates
- ✓ Pay Structure
- ✓ Internal Influences on Compensation
- ✓ Labor Relations
- ✓ Structure and Management of Unions

## INFORMATION TECHNOLOGY WITH HUMAN RESOURCE MANAGEMENT

### Course Contents:

- ✓ Selection of the Software
- ✓ Integration of HRM Function with Software
- ✓ Modular Approach
- ✓ Overview of Enterprise Resource Planning



## “BASIC LABOUR LAWS AND INDUSTRIAL RELATIONS SYSTEM IN PAKISTAN”

### Module-I

Industrial relations system in Pakistan.

Scope

Historical background

Evolution of trade unionism

### Module-II

1. Detailed study of IRA-2008/2010 including determination of CBA.
2. Participation in management
3. To redress Industrial dispute
4. To redress of individual grievance.
5. Labour judiciary

### Module-III

#### Special and Miscellaneous

1. Mines Act, 1923
2. Shop and Establishment Ordinance, 1969
3. The Pak Essential Services Act, 1958

### Module-IV

#### Working conditions and Humanization of Work

The Factories Act, 1934(Except Chapter III of Health and Safety

The payment of Wages act, 1936

The Minimum Wages Ordinance, 1961

The Companies Profits (Workers Participation) Act, 1968.

### Module –V

#### Social Security Laws-Welfare Laws:

The Provincial Employees social security Ordinance, 1965.

The employees' old-age Benefits Act, 1976

The workers welfare fund ordinance, 1971.

The Workmen's Compensation Act, 1923

### Module-VI

Detailed study of the Pakistan industrial and commercial Employment (Standing Orders) Ordinance, 1968'

Discipline and Disciplinary under S.O.O, 1968.

How to conduct Domestic Enquiry under S.O.15.

