

Scheme of Work – HR for Non-HR Professionals

Module Title	HR for Non-HR Professionals
Level	4
Credits	30
Teaching methods:	30 hours taught
JACS code:	N600
Aim	As in module descriptor
Learning Outcomes	As in module descriptor

Day/hours	Topic	Activity	Resources
Day 1 (7 hours)	Induction	Administration, registration; intro to UWTSD and GWLAD project; Moodle and LRC; student services Referencing and plagiarism	UWTSD website handouts
	Intro to module	Descriptors and assessment	Handouts
	Function and activities of HR	Discussion	
	Brief history of the development of HR Theories of HRM and HRD	Discuss	Handout exercise PP slide copies Handouts PP slides
	Line managers involvement	Discussion, exercise 1 and exercise 2	PP slides and handouts of exercises
	The context of HR activities Employment law		

	Codes of Practice Policies, Practices and Procedures	Discuss	PP slides and handouts
	Summary of session	Any questions?	
	First assessment	Discuss	Issue guidance
	Preparation for day 2:-	Note requirements	
	Feedback CLOSE	Do plus/delta exercise	
Day 2 (7.5 hours)	Re-cap of day 1 Intro to day		PP slides
	Recruitment and selection – definition Recruitment Policy	Discuss and exercises comparing policies	PP slides and handouts of sample policy and learner examples
	Pre-requisites	Discuss	PP slides
	Legislation.	Discuss	PP slides
	Process Defining requirements		
	Job descriptions and person specs	Exercise, review examples and discuss	PP slides and handouts Rodgers and Munro and Frazer Hays and ACAS
	Planning the Campaign - DISCUSS	Discuss	PP slides
	Attracting candidates	Discuss and exercise	

	Positive action Selection process Sifting Selection methods and criteria Final steps: terms/contracts and checks and balances, induction Summary Feedback Close	Case study Discuss and handout Discuss and exercise Discuss examples Discuss and compare examples Questions? Plus/delta Exercise	PP slides and handouts Handout – Case studies PP slides and handouts PP slides and handouts
Day 3 (7 hours)	Welcome and intro to day Performance Management introduction, aims principles etc Theoretical basis for Performance Management The Equality Act 2010 and discrimination Roles and responsibilities of HR –	Discussion Discussion Discussion and examples Discussion	PP slides PP slides and handouts PP slides and handouts PP slides and handouts PP slides and handouts

	Performance Management Cycle	Discuss	Handout – PMC notes
	Role of line managers	Discuss	
	PM Tools: SMART Objectives	Discuss	PP slides and handouts
	Learning and development	Discuss Exercises 1 and 2	PP Slides and handouts
	Monitoring definitions and Monitoring methods	Exercise 3	PP Slides and handouts
	Assessing Performance	Discuss	PP Slides and handouts
	Appraisals	Discuss	
	Feedback 360° feedback	Discuss	PP Slides and handouts
	Pay		
	Motivation theory Tea/coffee	Discuss Exercise	PP slides Handout theories Flipchart and post- its
	Performance Management case study	Case study exercise and review	
	Assignment	A focus on PM	PP slides and Handout
	References		
	Summary of the day Feedback Close	Questions? Do plus/delta	Ref to guidance notes and PP slides

Day 4 (7.5 hours)	Recap of day 3 and intro to day		PP slides
	How to address underperformance	Discuss	PP slides and handouts
	Disciplinary and grievance definitions	Discuss	PP slides and handouts
	Disciplinary procedures and processes legislation, taking action	Discuss and case study exercise	PP slides and handouts
	Grievance processes, stages legislation	Discussion and case studies	PP slides and handouts
	Record keeping	Discussion	
	Assessment	Guidance on completing 2 nd assignment	PP slides and handouts
	Summary Plus/delta feedback		Flipchart