

**Bachelor of Business Administration (BBA)
In Management (English Program)
Faculty of Management Sciences
Prince of Songkla University
Semester 1/2020**

Course: Human Resource Development
Timetable: Monday & Wednesday 10:30- 11:50 (1.5 hrs. /class)
Classroom: Online Learning
Lecturer: Marisa Putlapan (marisa.putlapan@gmail.com)

1. Course Description

Theories, concepts, and significance of human resource development; human resource development process; needs assessment; design; implementation and evaluation; career development

2. Main Reference

Ghee Soon Lim, *Human Resource Development for Effective Organization*, Cengage Learning

3. Course Objectives

Three primary objectives of this course are:

3.1 Knowledge.

- To understand the process of training and talent development programs

3.2 Skill.

- To be able to identify training needs in organization, to arrange development programs, as well as to develop your training skill.

3.3 Attitude

- To understand the importance of human capital in organization, to build your mindset in reaching your full potential and personal growth

4. Course Requirements

4.1 Class Participation.

- Each student is expected to attend all online classes and contributes significantly to class discussion regarding the learning topics (applied to real-time online class)

4.2 Assignments and Homework

- Each student is expected to complete all assignments and submit them on time.

5. Class Plan:

week	Hours	Chapters / Contents	Activities /Assignments
1	3 hrs.	<p>Session 1 : Introduction to HRD HRD Objectives, Definition of HRD, Why it is important ?, Introduce the course outline and class norms</p> <p>Session 2 : Influences on Employee Behavior - Identify the major external and internal factors that influence employee behavior - Define motivation and describe the main approaches to understanding motivation at work - Discuss how knowledge, skill, ability and attitude influences employee behavior</p>	<p>-Journal (explaining journal project and students to prepare material for an assignment) -YouTube VDO on Journal</p> <p>-discussion “what is your major motivation in life?”</p>
2	3hrs.	<p>Session 1 : Personal Development -definition & importance of personal development or self-development -Define skills, abilities, qualities and traits - Set life goals as a tool for self-motivation</p> <p>Session 2 : Growth Mindset, Potential and strength -Understand the importance of mindset (growth mindset VS fixed mindset) -Identify your potential and strengths using Clifton strength finder</p>	<p>-set life goals and journal them -students to identify their skills, abilities, qualities and traits</p> <p>-students to identify their strength and journal them</p>
3	3 hrs.	<p>Session 1 : Learning & HRD -definition of learning -learning focuses in HRD -how to maximize learning -adults learning -learning styles -learning strategies</p> <p>Session 2 : -skill learning project</p>	<p>-Assign “ Personal Development” project (3 month-project)</p>

4	3 hrs.	Framework for HRD (Part 1) 1: Assessing HRD Needs HRD process, Needs Assessment, levels of need analysis, Organizational analysis, task analysis, personal analysis 2 : Designing HRD Programs Training and HRD Process, Train-the-trainer, E-learning	Activity: brainstorming “effective trainer” characteristics Demon: Train-the-trainer Group Discussion: how to make our E-learning class effective?
5	3 hrs.	Framework for HRD (Part 2) 3: Implementing HRD Programs On-the-Job training, Job Rotation, Classroom training approaches 4: Evaluating HRD Programs Purpose of evaluation, Common questions, training costs, pre-test and post-test design	Demon 1: Service Excellent Training Demon 2: Effective Communication Demon 3: Effective teamwork
6.	3 hrs.	Onboarding and Orientation Concept of socialization, Orientation Program, Orientation Checklist Skills and Technical training Basic skills training, technical skill training, interpersonal skill training Coaching and Performance Management Coaching discussion and process, managing poor performance, coaching skills, interpersonal skills & EQ Career planning, Career management, career development	Demon 1: First day orientation Classroom Activity: design training evaluation form Activity: come up with an ice breaking activity Group Discussion: my ideal 1 st working day. 1 st working day disaster Group brainstorming: design a freshmen orientation agenda (3 days program or 1-week program)
7	3 hrs.	Counseling, well-being and wellness Employee counseling, health risk, mental health, organizational stressors, stress management Career Development Career planning, Career management, career development	Homework: The five-year resume Activity: Filling CDP Developing career goals and career plan

		Management Development Global managers, leadership training	Group brainstorming: Leaders and leadership traits
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6. Assignments

- There are several individual assignments in classroom as per above table.
- There will be a personal development (self- development) project (3 month project) which student needs to submit a summary report by the end of semester. Lecturer will follow-up on this project from time to time.

7. Class Assessment (50 %)

Assignments & homework	15 %
Self-Development Project	15 %
Midterm exams	20 %
Total	50%

*** Please note that student will get another 50% from the internship performance appraisal.

8. Grade

Grade	A	B+	B	C+	C	D+	D	E
Score	80+	75-79	70-74	65-69	60-64	55-59	50-54	□ 50