

# Aligning HR Infrastructures (A-Z)

## Course Syllabus

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Instructor:

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With CEU/CR offered through  
Seattle Pacific University

**Dates: Sept 12th – Nov 21, 2006** ❖ Tuesday 6:00-9:15 p.m.

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**A) Course Description:** How many times have you told yourself if you were given the opportunity you could design the perfect HR program? Join this class with other like minded HR professionals and do just that. This course covers key areas of HR infrastructure design, development and alignment. In a classroom setting we will build HR programs, face real life organizational challenges, and realign the programs to meet these challenges. This course will enable students to understand the interactive role of facilitating strategic organizational change and serve as a business partner by including organizational strategies, competition, customer needs, internal organizational structure and employee needs into HR infrastructure design.

**B) Course Objectives:** The objective of this course is to provide students an opportunity to simulate the role of HR within an organization as it travels through the organizational lifecycle. Students will learn to design, develop and align key HR infrastructures as appropriate. The student will also learn to recognize the common “aches and pains” felt by all organizations and how HR related systems and processes should be used to alleviate the aches and pains and help drive the organization towards its goals and objectives.

**C) Student Expectations:** Participants are expected to attend each class session. If you are unable to make a session, you are expected to make arrangements with the instructor to make up the course content. Participants are also expected to complete and turn in all of the application exercises and participate in class activities.

**D) Students will receive a certificate of completion for successful completion of the course. If student chooses to receive a grade for course the following completion and grading criteria will apply:**

Successful completion and grades shall be based on the following:

Class participation	40%		
Situational analysis	5%		
Team Presentations (3)	30%	A = 96-100	C+ = 77-79
Presentation of project	25%	A- = 90-95	C = 74-76
		B+ = 87-89	C- = 70-73
		B = 84-86	D = 60-69
		B- = 80-83	F = 0-59
Total	100%		

### GRADING SCHEME

#### Class participation:

- Evidence of careful preparation and oral presentation of class members.
- Clarity and conciseness of recommendations.
- Strong and convincing quantitative and qualitative analysis and support recommendations.

**Individual Situation Analysis (1):** Present a situational analysis of current employer. Identify an HR infrastructure that needs to be realigned.

**Team Presentations (3):** Each team will prepare and present a Power Point presentation of their HR program given their assigned criteria.

**Format:**

- **Background information**
- **Program Elements**
- **Supporting document**
- **Complete program (word document)**

Assignment due on the assigned date. Late assignments will be penalized 25%.

**Individual Final Project**

Present the infrastructure you have either aligned or simulated alignment. The completed project is due on the last day of class.

**Format:**

- **Background information**
- **Program Elements**
- **Supporting document**

**E) Text and/or Required Reading List:**

Gerber, Michael E., The E Myth Revisited, Harper Business

Arthur, Diane, Managing Human Resources in Small and Mid-sized Companies, AMACOM 2<sup>nd</sup> Edition

**Mathis, Robert L. Human Resources Management (optional)**

**Course Outline**

<b>Date</b>	<b>Topic</b>	<b>Assignment</b> (To be completed before the next session)
Session 1 9/12/06	Introduction to aligning HR infrastructures Knowing the business and the environment	For session 2: E-Myth pgs 7-115 MHR pgs 1-74
Session 2 9/19/06	Laws, regulations and reporting	<b>Due: Situation analysis presentations</b> For session 3:E-Myth pgs 117-253
Session 3 9/26/06	Proactive HR in a <b>small</b> organization Build a program simulation	For session 4: MHR pgs 75-282
Session 4 10/3/06	Proactive HR in a <b>growth</b> organization	For session 5: MHR pgs 75-282
Session 5 10/10/06	Case analysis and HR program alignment	For session 6: MHR pgs 75-282
Session 6 10/17/06	Proactive HR in a <b>maturity</b> organization	For session 7: MHR pgs 75-282
Session 7 10/24/06	Case analysis and HR program alignment	For session 8: MHR pgs 75-282
Session 8 10/31/06	<b>Avoiding organizational decline</b> ; proactive HR to return to organizational growth cycle	<b>Due: Team presentations</b>
Session 9 11/7/06	HR in a <b>decline</b> organization	
Session 10 11/14/06	Presentations	<b>Due Individual Presentations</b>