

Aligning HR Infrastructures (A-Z)

Course Syllabus



Instructor:

Amanda Close MBA, CPT, SPHR
(206) 782-1254, aclose@drizzle.com

Dates:

Feb 17th – April 21st, 2008 ❖ Tuesday 6:00-9:00 p.m.

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.

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.

Team Presentations (3): Each team will prepare and present assigned realigned HR infrastructure.

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 2nd Edition

Mathis, Robert L. Human Resources Management (optional)

Course Outline

Date	Topic	Assignment (To be completed before the next session)
Session 1 Feb 17th	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 Feb 24th	Laws, regulations and reporting In-Class simulation: WellTime Program simulation: Strategic direction	Due: Situation analysis presentations For session 3:E-Myth pgs 117-253
Session 3 Mar 3rd	Proactive HR in a small organization In-Class simulation: WellTime Program simulation: What is the reality	For session 4: MHR pgs 75-282
Session 4 Mar 10th	Proactive HR in a growth organization In-Class simulation: WellTime Program simulation: Strategic HR direction	For session 5: MHR pgs 75-282
Session 5 Mar 17 th	In-Class simulation: WellTime Program simulation: Aligning Total Rewards	For session 6: MHR pgs 75-282
Session 6 Mar 24 th	Proactive HR in a maturity organization In-Class simulation: WellTime Program simulation: Aligning Performance Mgt	For session 7: MHR pgs 75-282
Session 7 Mar 31 st	In-Class simulation: WellTime Program simulation: Employee relations and culture	For session 8: MHR pgs 75-282
Session 8 Apr 7 th	Avoiding organizational decline ; proactive HR to return to organizational growth cycle In-Class simulation: WellTime Program simulation: Risk Management	
Session 9 Apr 14 th	HR in a decline organization In-Class simulation: WellTime Program simulation: Employee relations and culture	
Session 10 Apr 21st	Strategic direction and the destination. Assuring the alignment will get you there.	Due: Team presentations