

**American Management Association's  
*Fundamentals of Human Resources Management***

***Learning Objectives***

- Describe the HR Function in Any Organization
- Develop a Plan for Hiring and Retaining Talent
- Identify Benefits Challenges and Their Impact on an Organization
- Identify and Respond to Legal Trends and Challenges

***LESSON ONE***

***The Changing Role of HR***

- Describe the History of Personnel/HR
- Define the Role of HR in Today's Workplace as Well as Its Anticipated Future Role
- Analyze Organizational and External HR Trends and Challenges

***The Human Resources Function***

- Discuss the Primary Components of the HR Function
- Describe How HR Relates to Non-HR Functions
- Differentiate Among HR, Non-HR, and Shared Activities
- Identify Current HR Trends and Challenges

***LESSON TWO***

***Legal Responsibilities***

- Compare and Contrast Managerial and HR Legal Responsibilities
- Identify Key Federal Employment-Related Legislation
- Explain Questions and Categories to Avoid During the Employment Process
- Define and Increase Awareness of Workplace Sexual Harassment
- Identify Legal Trends and Challenges

***The Employment Process***

- Deal with a Wide Range of Employment Issues
- Properly Match Applicants with Job Requirements and Responsibilities
- Introduce New Hires to Their Work Environment Through Orientation and Assimilation
- Respond to Current Employment-Related Trends and Challenges

## ***LESSON THREE***

### ***Information Processing***

- Determine the Contents of an Employee Handbook
- Identify the Components of a Policies and Procedures Manual
- Discuss the Uses of HRIS
- Respond to Current Trends and Challenges with Regard to Information Processing

### ***Benefits***

- Differentiate Between Mandated and Voluntary Benefits
- Discuss Typical/Popular Offerings
- Identify Benefit Trends and Challenges

## ***LESSON FOUR***

### ***Compensation***

- Identify the Characteristics of an Effective Compensation Program
- Articulate the Importance of Job Evaluations
- Use Salary Surveys to Determine Whether an Organization's Salaries Are Competitive
- Respond to Current Trends and Challenges with Regard to Compensation

### ***Performance Management***

- List the Objectives of a Performance Management System
- Define the Elements of an Effective Performance Management System
- Describe the Respective Roles of All Concerned in Preparing for Performance Management Meetings
- Respond to Current Trends and Challenges with Regard to Compensation

### ***Organizational and Employee Development***

- Identify the Respective Responsibilities of All Concerned in the Training Process
- Describe Different Types of Employee Training
- Assess Various Forms of Employee Replacement Planning
- Describe Employee Retention Strategies
- Identify Current Trends and Challenges with Regard to Organizational and Employee Development