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