

**COURSE TITLE: «HUMAN RESOURCE MANAGEMENT»
(PROFESSIONAL ENGLISH)**

COURSE LEVEL: Intermediate / Upper Intermediate

COURSE DURATION: 9-10 weeks (*for Intermediate-level*), 5-7 weeks (*for Upper-Intermediate*) with 4 ac.hrs per week (*two lessons/week*)

GOALS OF THE COURSE:

- ✓ Communicate fluently by using appropriate interpersonal skills when dealing with others;
- ✓ Read textbooks and articles related to the field of HR management and R&D;
- ✓ Participate in oral discussions at meeting on professional topic;
- ✓ Read articles on contemporary issues related to the field of HR and R&D and be able to answer both implicit and explicit questions;
- ✓ Write summaries based on contemporary issues in the field of HR and R&D;
- ✓ Give a presentation on a subject in HR and R&D.

OBJECTIVES OF THE COURSE:

Upon completion of the course the students should be able to demonstrate the ability to:

- ✓ Write summaries and professional field reports;
- ✓ Get the main idea and details of hr and r&d reading texts;
- ✓ Make notes and write short paragraphs expressing opinions on the texts and hr and r&d topics;
- ✓ Discuss and express opinions on the reading texts and hr and r&d topics;
- ✓ Participate in job interviews and conduct journalistic interviews;
- ✓ Write a resume and letters of application;
- ✓ Communicate effectively in an interview for a job;
- ✓ Categorize the common elements of a labor contract;
- ✓ Assess and analyze personal talents, values, and interests as they may relate to a future career based on the completion of standardized career interest and personality indicator assessments;
- ✓ Match personal strengths to appropriate jobs and careers to maximize career potential
- ✓ Discuss how health, motivation, and physical fitness enhance performance;
- ✓ Present the career portfolio;
- ✓ Understand employer expectations (punctuality, dependability, willingness to learn, initiative, cooperation, etc.);
- ✓ Identify employee expectations (health and safety, evaluations, fairness, pay, benefits, rights, labor/management relations, etc.);
- ✓ Determine what questions can and cannot be asked during an employment interview or on an application.

THEMATIC STRUCTURE OF THE COURSE:

- ✓ **Personnel and human resource**
 - Career in HR
 - HR Roles and Functions
- ✓ **Labor relations**
 - Compensation System

- Performance appraisal
- Dismissal
- Trade unions and strikes
- ✓ **Job Analysis And Selection**
 - Position promotion
 - Recruiting and headhunting
 - Job description
 - Questions at interview
 - Interview techniques
 - Training and development
- ✓ **Business ethics**
 - Nature of morality
 - Corporate culture
 - Team building
 - Ethical code
 - Telephone etiquette

COURSE OUTLINE (FIRST 8 LESSONS)*:

Week	Theme	Lesson activities	
		Day 1	Day 2
One	Personnel and human resource management	<p><i>Introducing new vocabulary</i> about work;</p> <p><i>Reading a text</i> “ Theory X and theory Y” and summarizing ideas for further discussion;</p> <p><i>Classify</i> motivating factors in order of importance;</p> <p><i>Role-play:</i> Advising and negotiating with staff and their representatives on issues related to pay and conditions;</p> <p><i>Practicing to analyze</i> training needs;</p> <p><i>Discussing</i> different management structures, philosophies;</p>	<p><i>Presentation</i> and detailed <i>consideration</i> of quarterly/monthly business reviews;</p> <p>Learning to <i>write reviews</i>; Completing exercises to revise essential vocabulary;</p> <p><i>Giving presentation</i> of the company before candidates who apply for the positions in your company;</p> <p><i>Case study:</i> fulfilling a checklist: Handling workers’ compensation claims;</p>
Two	Job Analysis And Selection	<p>Topics for consideration: <i>Recruiting; Training and development; Performance appraisal; Compensation System;</i></p> <p><i>Considering the questions</i> frequently asked at interview and <i>extracting essential vocabulary</i>;</p> <p><i>Role-play:</i> Interviewing: asking question about qualifications; clarifying details of the position; assessing candidates expectations from position;</p>	<p><i>Introducing adjectives</i> to describe the vacancy and prepare advertisements;</p> <p>Learning to <i>develop curriculum requirements</i>;</p> <p><i>Role-playing</i> a shortlisting process: choosing candidates and filling in a table, the presenting candidate characteristics to direction;</p> <p><i>Replying to e-mail</i> concerning job vacancies (learning style)</p>

Writing a job description and practicing to fulfill a job description form

Three	HR Roles and Functions	<p><i>Listening to the interview about perks and benefits; Completing a text with suitable word combinations relating to work;</i></p> <p>Practicing how to advise on the proper procedures for <i>carrying out negotiations</i> and on the special regulations relating to employment and salary agreements;</p> <p><i>Case Study:</i> Negotiations: making oral recommendations on changes to pension and insurance schemes, giving explanation of the situation;</p>	<p>Learning how to <i>establish rapport</i> with personnel to determine exposure, and liability coverage: meetings; negotiations; e-mail notifies;</p> <p>Practice to <i>prepare written guidelines</i> for employee interactions;</p> <p><i>Working out a compensation scheme</i> and benefits activities – <i>role-playing a meeting</i> with discussion session;</p> <p><i>Completing</i> a direct deposit enrollment <i>form</i> and absence form;</p>
Four	Business ethics	<p>Topics for consideration: <i>Nature of morality</i> <i>Corporate culture</i> <i>Team building</i> <i>Ethical code</i> <i>Telephone etiquette;</i></p> <p><i>Discussing</i> organizational ethics and corporate rules in your company;</p> <p><i>Case study:</i> Dress Code: working out dress code principles and discussing ideas with colleagues;</p> <p>Practicing how to <i>evaluate</i> personal responsibility;</p> <p><i>Case Study:</i> Holding negotiations about sexual harassment;</p>	<p>Learning <i>to write a company directive;</i></p> <p><i>Case Study:</i> scheduling a team building seminar; <i>Fulfilling a checklist</i> about individual needs</p> <p><i>Considering</i> the details of <i>Employment agency agreement</i> and working out points of your own;</p> <p><i>Comparing</i> two contracts: Independent contractor agreement and Subcontract agreement and learning to understand the structure patterns;</p>
Five		Revision and Progress test	

* THIS IS A SAMPLE OUTLINE REFLECTING THE GENERAL NATURE OF THE COURSE. ALL SYLLABI ARE SUBJECT TO CHANGE BY THE TEACHER FOR INDIVIDUAL STUDENT'S PURPOSES.

COURSE LITERATURE:

1. Human Resource Management by Gary Dessler, Florida International University, Prentice Hall, 2003
2. "English for Business Studies", Cambridge
3. Business English in Use, Intermediate (Advanced), Cambridge
4. Advanced Language Practice, Mikhail Vince, Macmillan

COURSE POLICIES

Teaching methods

Role-plays, dialogues, interview, case-studies, debating, letter writing, translation completion, text reading and discussion, audio-records listening, essays and summaries writing, reports completion, contracts reading, agreement features discussion and other activities available to the teacher by the methodic approach chosen for the course, etc.

Attendance

Attendance is essential and required (legitimate excuses will be considered). When circumstances prevent you from attending a class, it is your responsibility to notify the teacher or coordinator, preferably prior to the absence. The critical level of missed lessons is set up at 20%. By reaching the critical level of missed classes the school is entitled to stop your studies.

Homework and homework check

Homework is provided every lesson and is given 5-10 minutes before the end of the class. Home task may vary in dependence on the skills being developed.

Every lesson begins with check-up of your homework; the typical home assignments for this Program will include vocabulary study, presentation preparation, contract detailed consideration, preparation for in-class debates and survey carry out;

Revision

The Revision is set up one lesson before the Progress Test and two lessons before The Final one; it assumes revising of style, punctuation and syntax, vocabulary and grammar techniques. Besides, the lessons are set up as a consequent process of proper practice of the material taken before. The revision of already studied grammar and vocabulary is arranged every lesson so that the student has to encounter with it in every exercise, listening task and text.

Progress test

The progress test is mandatory and held every 8-10 lessons to check and control the advance. The assignments of test are obligatory to include vocabulary check, topic discussion, letter writing, contract reading and any banking application form fulfillment (mortgage&credit).

Final Test

The Final Exam assumes written (this may involve contract reading and discussing terms) and oral (discussion) assignments.

The Exam is credited by points. Every task (oral\written) is marked with max 25 points. If you make a mistake you get one point less. So you seem to succeed if you get not less than 80 points.

Certificate

At the end of your course you can request the certificate on education. The certificate is awarded to students who complete the program and who don't possess any financial and other obligations before Active English. To claim the Certificate you must succeed in passing The Final Test.



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