



Kot Bhalwal, Jammu



Model Institute of Engineering  
& Technology (Autonomous)  
Dr. Arun K. Gupta Teaching-Learning Centre

## Department of BBA

### Details of Lesson Plan

S.No.	Particulars	Details
1.	Course Name	Human Resource Management
2.	Course Code	BBAMJ 504
3.	Academic Year	2023-2024
4.	Semester	5th
5.	Number of Lesson plans	34
6.	Faculty Assigned	Diksha Mahajan

Faculty Signature



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<b>Lesson Plan No. 1.0</b>	<b>Course Name: Human Resource Management</b> <b>Topic: Introduction to the Course</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"><li>Define Human Resource Management (HRM).</li><li>Explain the importance of HRM in organizations.</li><li>Identify the key functions of HRM.</li><li>Understand the role of HR professionals in achieving organizational goals.</li></ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"><li>Power point presentation</li></ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"><li><b>Introduction</b> (5 minutes)<ul style="list-style-type: none"><li>Welcome the participants.</li><li>Briefly outline the importance of Human Resource Management in organizational success.</li><li>Conduct a quick icebreaker activity to engage participants and encourage interaction.</li><li>Ask participants to share their expectations or any prior knowledge about Human Resource Management.</li><li>Pose questions:<ul style="list-style-type: none"><li>What is Human Resource Management?</li><li>Can you name any characteristics of Human Resource Management?</li></ul></li><li>Engage participants in a brief discussion to gather their initial thoughts on the topic.</li><li>Introduce the formal definition of Human Resource Management.</li><li>Emphasize its significance in achieving organizational goals.</li></ul></li><li><b>Development</b> (30 minutes)<ul style="list-style-type: none"><li>Understanding HRM</li><li>Define Human Resource Management and its key characteristics.</li><li>Discuss the relevance of HRM in the modern business environment.</li><li><b>Purpose and Importance</b><ul style="list-style-type: none"><li>Highlight the purpose of studying Human Resource Management.</li><li>Discuss its importance in employee management, organizational development, and achieving strategic goals.</li></ul></li><li>Concepts in HRM</li><li>Explore fundamental concepts such as talent acquisition, performance management, and employee engagement.</li><li>Provide examples to illustrate each concept.</li></ul></li></ol> <p>Exercise (5 minutes)</p> <ul style="list-style-type: none"><li>Think Pair and share</li></ul>



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<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Suggested Reading <a href="https://www.techtarget.com/searchhrsoftware/definition/human-resource-management-HRM">https://www.techtarget.com/searchhrsoftware/definition/human-resource-management-HRM</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</li> <li>2. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 1</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Introduction to Human Resource Management</b>	

<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>e. understand the concept of Human Resource Management</li> <li>f. Relevance of studying Human Resource Management</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>b. Power point presentation</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>3. <b>Introduction</b> (5 minutes) <ul style="list-style-type: none"> <li>- Welcome the participants.</li> <li>- Briefly outline the importance of Human Resource Management in organizational success.</li> <li>- Conduct a quick icebreaker activity to engage participants and encourage interaction.</li> <li>- Ask participants to share their expectations or any prior knowledge about Human Resource Management.</li> <li>- Pose questions: <ul style="list-style-type: none"> <li>- What is Human Resource Management?</li> <li>- Can you name any characteristics of Human Resource Management?</li> </ul> </li> <li>- Engage participants in a brief discussion to gather their initial thoughts on the topic.</li> <li>- Introduce the formal definition of Human Resource Management.</li> <li>- Emphasize its significance in achieving organizational goals.</li> </ul> </li> <li>4. <b>Development</b> (30 minutes) <ul style="list-style-type: none"> <li>- Understanding HRM</li> <li>- Define Human Resource Management and its key characteristics.</li> </ul> </li> </ol>



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	<ul style="list-style-type: none"> <li>- Discuss the relevance of HRM in the modern business environment.</li> <li>- <b>Purpose and Importance</b></li> <li>- Highlight the purpose of studying Human Resource Management.</li> <li>- Discuss its importance in employee management, organizational development, and achieving strategic goals.</li> <li>- Concepts in HRM</li> <li>- Explore fundamental concepts such as talent acquisition, performance management, and employee engagement.</li> <li>- Provide examples to illustrate each concept.</li> </ul> <p>Exercise (5 minutes)</p> <ul style="list-style-type: none"> <li>- Think Pair and share</li> </ul>
<b>Closure</b>	<ol style="list-style-type: none"> <li>3. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>4. Suggested Reading <a href="https://www.techtargget.com/searchhrsoftware/definition/human-resource-management-HRM">https://www.techtargget.com/searchhrsoftware/definition/human-resource-management-HRM</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>3. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</li> <li>4. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 2</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Nature and Scope of HRM</b>	

<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>g. Understand the fundamental concepts of HRM.</li> <li>h. Explore the scope and various functions within HRM.</li> <li>i. Identify the roles and responsibilities of HR professionals.</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>c. Power point presentation</li> </ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>5. <b>Introduction</b> (5 minutes) -Introduce the topic by explaining what HRM is and its importance in organizations.</li> </ol>



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-Discuss how HRM has evolved from merely administrative functions to a strategic partner in business success.

## 2. **Development** (30 minutes)

Definition and Concept of HRM:

-Define HRM and its key elements.

-Discuss the strategic importance of HRM in achieving organizational goals.

Scope of HRM:

-Explain the various areas covered by HRM, including recruitment, training and development, performance management, compensation and benefits, employee relations, and compliance with labor laws.

-Roles and Responsibilities:

-Outline the roles and responsibilities of HR managers and their impact on organizational success.

-Discuss how HR managers act as mediators between employees and management.

Strategic HRM:

-Discuss the shift from traditional HRM to strategic HRM.

- Explain how strategic HRM aligns HR policies and practices with organizational objectives.

<https://www.youtube.com/watch?v=QbfKFVIWBYo>

Activity: Think pair share (5 minutes)

Give them 2 minutes to think individually, then 3 minutes to discuss and share their thoughts with their partner. Finally, facilitate a brief class discussion with some pairs sharing their insights.



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<b>Closure</b>	<ol style="list-style-type: none"><li>5. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>6. Suggested Reading Human Resource Management by V.S.P Rao  <a href="https://www.techtarget.com/searchhrsoftware/definition/human-resource-management-HRM">https://www.techtarget.com/searchhrsoftware/definition/human-resource-management-HRM</a>  Spend 5 minutes to wrap up and consolidate the learnings</li></ol>
<b>Evaluation</b>	<ol style="list-style-type: none"><li>5. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</li><li>6. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</li></ol>

<b>Lesson Plan No. 3</b>	<b>Course Name: Human Resource Management</b>  <b>Topic: Importance of HRM in Organizations</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"><li>j. Recognize the significance of HRM in organizational success.</li><li>k. Understand how effective HRM practices contribute to employee satisfaction and performance.</li><li>l. Identify the benefits of strategic HRM to organizations.</li></ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"><li>d. Power point presentation</li></ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>6. <b>Introduction</b> (5 minutes)<ul style="list-style-type: none"><li>- Begin with a discussion on the role of HRM in contemporary organizations.</li><li>- Highlight how HRM practices influence organizational culture, productivity, and employee engagement.</li></ul></li><li>7. <b>Development</b> (30 minutes) Significance of HRM:<ul style="list-style-type: none"><li>- Explain the critical role of HRM in attracting, retaining, and developing talent.</li><li>- Discuss how HRM practices impact organizational performance.</li><li>- Employee Satisfaction and Performance:<ul style="list-style-type: none"><li>- Describe how effective HRM practices contribute to higher employee satisfaction and improved performance.</li><li>- Discuss the role of HRM in creating a positive work environment and promoting work-life balance.</li></ul></li><li>- Strategic Contribution:</li></ul></li></ol>



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	<ul style="list-style-type: none"> <li>- Explain how HRM aligns with strategic business goals.</li> <li>- Provide examples of organizations that have benefited from strategic HRM practices.</li> </ul> <p>HRM and Organizational Culture:</p> <ul style="list-style-type: none"> <li>- Discuss the role of HRM in shaping and maintaining organizational culture.</li> <li>- Explain how HRM practices support diversity, equity, and inclusion.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>Spend 5 minutes to wrap up and consolidate the learnings</p> <ul style="list-style-type: none"> <li>- Why is HRM important for organizational success?</li> <li>- How do HRM practices contribute to employee satisfaction?</li> <li>- Give an example of how strategic HRM benefits an organization.</li> </ul> <p>Suggested Reading <a href="https://xobin.com/blog/the-need-and-importance-of-human-resource-management/">https://xobin.com/blog/the-need-and-importance-of-human-resource-management/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<ol style="list-style-type: none"> <li>7. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</li> <li>8. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</li> </ol>

<b>Lesson Plan No. 4</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Evolution and Development of HRM</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ol style="list-style-type: none"> <li>m. Trace the historical development of HRM.</li> <li>n. Understand the key milestones in the evolution of HRM.</li> <li>o. Recognize the changes in HRM practices over time.</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>e. Power point presentation</li> </ol>
<b>Teaching Development</b>	<ol style="list-style-type: none"> <li>8. <b>Introduction</b> (5 minutes) <ul style="list-style-type: none"> <li>- Start with a brief overview of how HRM has evolved from its early beginnings to the modern era.</li> <li>- Highlight the key changes in HR practices and their impact on organizations.</li> </ul> </li> </ol>



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	<p>9. <b>Development</b> (30 minutes)</p> <p><b>Early Beginnings:</b></p> <ul style="list-style-type: none"><li>- Discuss the origins of HRM in the early 20th century.</li><li>- Explain the role of industrial relations and personnel management in the early stages.</li><li>- Milestones in HRM Evolution:</li><li>- Outline key milestones such as the establishment of labor laws, the rise of labor unions, and the introduction of scientific management.</li><li>- Discuss the impact of World War II on HRM practices.</li><li>- Shift to Strategic HRM:</li><li>- Explain the transition from personnel management to HRM.</li><li>- Discuss the introduction of strategic HRM in the 1980s and its focus on aligning HR practices with business strategies.</li></ul> <p><b>Modern HRM:</b></p> <ul style="list-style-type: none"><li>- Describe the current trends and practices in HRM, including the use of technology, data analytics, and a focus on employee well-being.</li><li>- Discuss the role of HRM in addressing contemporary challenges such as remote work, diversity, and inclusion.</li></ul> <p>Exercise (5 minutes)</p> <p>Think Pair and share</p>
<b>Closure</b>	<p>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading</p> <p><a href="https://www.skills caravan.com/post/the-evolution-of-hrm-understanding-its-features-objectives-and-characteristics">https://www.skills caravan.com/post/the-evolution-of-hrm-understanding-its-features-objectives-and-characteristics</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>9. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Name two key milestones in the evolution of HRM.</p> <p>How has the role of HRM changed in modern times?</p> <p>Spend 5 minutes evaluating student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Functions and Roles of HR</b>	



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	<b>Managers</b>	
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  p. Understand the various functions performed by HR managers. q. Identify the key roles and responsibilities of HR managers. r. Recognize the impact of HR managers on organizational success.
<b>Teaching Aids (if any)</b>	f. Power point presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li><b>1. Introduction (5 minutes)</b><ul style="list-style-type: none"><li>- Introduce the topic by explaining the diverse roles HR managers play within organizations.</li><li>- Highlight the importance of HR managers in implementing HRM practices and strategies.</li></ul></li><li><b>2. Development (30 minutes)</b><ul style="list-style-type: none"><li>- <b>Recruitment and Selection:</b><ul style="list-style-type: none"><li>- Explain the role of HR managers in attracting and hiring the right talent.</li><li>- Discuss the recruitment process and selection methods.</li></ul></li><li>- <b>Training and Development</b><ul style="list-style-type: none"><li>- Describe the importance of employee training and development.</li><li>- Discuss how HR managers assess training needs and implement development programs.</li></ul></li><li>- <b>Performance Management</b><ul style="list-style-type: none"><li>- Explain the role of HR managers in managing employee performance.</li><li>- Discuss performance appraisal methods and feedback processes.</li></ul></li><li>- <b>Compensation and Benefits</b><ul style="list-style-type: none"><li>- Outline the role of HR managers in designing and managing compensation and benefits packages.</li><li>- Discuss the importance of fair and competitive compensation.</li></ul></li><li>- <b>Employee Relations</b><ul style="list-style-type: none"><li>- Explain how HR managers handle employee relations and resolve conflicts.</li><li>- Discuss the role of HR managers in promoting a positive work environment.</li></ul></li><li>- <b>Compliance and Legal Issues</b><ul style="list-style-type: none"><li>- Describe the responsibility of HR managers in ensuring compliance with labor laws and regulations.</li><li>- Discuss the importance of maintaining ethical HR practices.</li></ul></li><li>- Exercise (5 minutes)</li><li>- Think Pair and share</li></ul></li></ol>



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<b>Closure</b>	<p>7. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>8. Suggested Reading <a href="https://www.plumhq.com/blog/7-major-functions-of-a-human-resources-manager">https://www.plumhq.com/blog/7-major-functions-of-a-human-resources-manager</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>10. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>What are the key functions performed by HR managers?</p> <p>How do HR managers contribute to employee development?</p> <p>Why is compliance an important aspect of HR management? Spend 5 minutes evaluating student assimilation of the lesson contents</p>

<b>Lesson Plan No. 6</b>	<b>Course Name: Human Resource Management</b> <b>Topic: HR Planning</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"><li>a. Define human resource planning (HRP) and its role in organizational success.</li><li>b. Understand the key steps involved in the HRP process.</li><li>c. Identify the factors influencing HRP.</li></ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"><li>g. Power point presentation</li></ul>
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>1. <b>Introduction</b> (5 minutes)<ul style="list-style-type: none"><li>- Ask questions</li><li>- Begin with a brief definition of Human Resource Planning (HRP) and its importance in strategic management.</li><li>- Discuss the challenges organizations face in managing their workforce and how HRP addresses these challenges.</li><li>- Highlight the link between effective HRP and overall organizational success.</li></ul></li><li>2. <b>Development</b> (30 minutes)<ol style="list-style-type: none"><li>a) Introduction<ul style="list-style-type: none"><li>- Discuss the fundamental elements of HRP, including forecasting HR needs, analyzing the current workforce, identifying gaps, and developing action plans.</li><li>- Emphasize the strategic nature of HRP and its role in ensuring a skilled and balanced workforce.</li><li>- Explore the advantages of effective HRP, such as better workforce utilization, improved employee performance, and increased organizational</li></ul></li></ol></li></ol>





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	<p>agility.</p> <ul style="list-style-type: none"><li>- Discuss how HRP contributes to risk management and enhances the organization's ability to respond to changes in the business environment.</li><li>- Video on Strategic Human Resource Planning <a href="https://www.youtube.com/watch?v=nfaUfYEs56c">https://www.youtube.com/watch?v=nfaUfYEs56c</a></li><li>- Exercise (5 minutes) – Minute Paper</li></ul> <p>Ask students to write down one key takeaway from the lesson and any questions they still have about HRP.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Suggested Reading <a href="https://www.investopedia.com/terms/h/human-resource-planning.asp">https://www.investopedia.com/terms/h/human-resource-planning.asp</a> Spend 5 minutes to wrap up and consolidate the learning</li></ol>
<b>Evaluation</b>	<ol style="list-style-type: none"><li>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</li><li>2. What is the primary purpose of HR planning?</li><li>3. Name two key objectives of HR planning.</li><li>4. Why is it important for HR planning objectives to align with organizational goals?</li></ol> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 7</b>	<b>Course Name: Human Resource Management</b> <b>Topic: HR Planning: Policies</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"><li>d. Understand the role of policies in HR planning.</li><li>e. Learn about different types of HR policies.</li><li>f. Recognize the importance of HR policies in organizational management.</li></ul>
<b>Teaching Aids (if any)</b>	h. Power point presentation
<b>Teaching Development</b>	<ol style="list-style-type: none"><li>3. <b>Introduction</b> (5 minutes)<ul style="list-style-type: none"><li>- Begin with a discussion on what HR policies are and why they are crucial for effective HR planning.</li><li>- Explain how policies provide a framework for decision-making and consistency in managing employees.</li></ul></li><li>4. <b>Development</b> (30 minutes) <b>Definition and Importance of HR Policies</b><ul style="list-style-type: none"><li>- Define HR policies.</li><li>- Discuss the importance of HR policies in providing guidelines for various HR activities.</li><li>- Explain how HR policies help in maintaining consistency and</li></ul></li></ol>



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	<p>fairness.</p> <p><b>Types of HR Policies</b></p> <p><b>Recruitment Policies:</b> Guidelines for hiring processes.</p> <ul style="list-style-type: none"> <li>- Training and Development Policies: Strategies for employee growth.</li> <li>- Compensation and Benefits Policies: Structures for pay and benefits.</li> <li>- Employee Relations Policies: Rules for handling employee grievances and disputes.</li> <li>- Health and Safety Policies: Ensuring a safe work environment.</li> </ul> <p><b>Implementation and Review of HR Policies</b></p> <ul style="list-style-type: none"> <li>- Discuss the process of developing and implementing HR policies.</li> <li>- Highlight the importance of regularly reviewing and updating policies.</li> <li>- Provide examples of how outdated policies can negatively impact the organization.</li> </ul> <p>Exercise (5 minutes)</p> <ul style="list-style-type: none"> <li>- Think Pair and share</li> </ul>
<b>Closure</b>	<p>3. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>4. Suggested Reading  <a href="https://www.nuclino.com/articles/hr-policies-procedures">https://www.nuclino.com/articles/hr-policies-procedures</a>  Human Resource Management by Gary Dessler</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>5. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>What are the key functions performed by HR managers?</p> <p>How do HR managers contribute to employee development?</p> <p>Why is compliance an important aspect of HR management?</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 8</b>	<p><b>Course Name: Human Resource Management</b></p> <p><b>Topic: HR Planning: Departmental Organization</b></p>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  g. Understand the structure of an HR department. h. Learn about the various roles within an HR department. i. Recognize the importance of departmental organization in HR planning.
<b>Teaching Aids (if any)</b>	i. Power point presentation
<b>Teaching Development</b>	<p>5. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Introduce the concept of departmental organization within HR.</li><li>- Explain how a well-structured HR department can contribute to effective HR planning and overall organizational success.</li></ul> <p>6. <b>Development</b> (30 minutes)</p> <p>Overview of HR Department Structure</p> <ul style="list-style-type: none"><li>- Discuss the typical structure of an HR department.</li><li>- Explain the roles of different HR positions (HR Manager, Recruiter, Training Coordinator, etc.).</li></ul> <p>Key Functions of the HR Department</p> <ul style="list-style-type: none"><li>- Recruitment and Selection: Finding and hiring the right talent.</li><li>- Training and Development: Enhancing employee skills.</li><li>- Compensation and Benefits: Managing employee pay and benefits.</li><li>- Employee Relations: Handling employee issues and grievances.</li><li>- Compliance and Legal: Ensuring adherence to labor laws and regulations.</li></ul> <p>Importance of Departmental Organization in HR Planning</p> <ul style="list-style-type: none"><li>- Discuss how a well-organized HR department supports efficient HR planning.</li><li>- Provide examples of how different HR roles contribute to the planning process.</li><li>- Highlight the benefits of having clear roles and responsibilities within the HR department.</li><li>- Exercise (5 minutes)</li><li>- Think Pair and share</li></ul>
<b>Closure</b>	<p>5. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>6. Suggested Reading <a href="https://www.investopedia.com/terms/h/human-resource-planning.asp#:~:text=Human%20resource%20planning%20(HRP)%20is,avoiding%20manpower%20shortages%20or%20surpluses.">https://www.investopedia.com/terms/h/human-resource-planning.asp#:~:text=Human%20resource%20planning%20(HRP)%20is,avoiding%20manpower%20shortages%20or%20surpluses.</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



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<b>Evaluation</b>	<p>6. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the role of a Recruiter in the HR department?</p> <p>Name two key functions of the HR department.</p> <p>Why is it important for an HR department to have a clear organizational structure?</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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<b>Lesson Plan No. 9</b>	<b>Course Name: Human Resource Management</b> <b>Topic: HR Planning: Objectives, Policies, and Departmental Organization</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"><li>j. Understand the interrelationship between HR planning objectives, policies, and departmental organization.</li><li>k. Learn how to integrate these elements for effective HR management.</li><li>l. Recognize the impact of integrated HR planning on organizational success.</li></ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"><li>j. Power point presentation</li></ul>
<b>Teaching Development</b>	<p>7. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Provide an overview of how HR planning objectives, policies, and departmental organization are interconnected.</li><li>- Discuss the importance of a cohesive approach to HR planning.</li></ul> <p>8. <b>Development</b> (30 minutes)</p> <p>Integrating HR Planning Objectives and Policies</p> <ul style="list-style-type: none"><li>- Discuss how HR planning objectives guide the formulation of HR policies.</li><li>- Provide examples of policies that support specific HR objectives (e.g., training policies to develop a skilled workforce).</li></ul> <p>Role of Departmental Organization in Achieving HR Objectives</p> <ul style="list-style-type: none"><li>- Explain how different HR roles contribute to achieving HR planning objectives.</li><li>- Highlight the importance of collaboration and communication within the HR department.</li></ul> <p>Case Study: Successful Integration of HR Planning</p> <ul style="list-style-type: none"><li>- Present a case study of a company that successfully integrated HR planning objectives, policies, and departmental organization.</li><li>- Discuss the outcomes and benefits of this integration.</li><li>- Encourage students to analyze the case study and identify key</li></ul>





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	<p>takeaways.</p> <ul style="list-style-type: none"> <li>- Exercise (5 minutes)</li> <li>- Think Pair and share</li> </ul>
<b>Closure</b>	<p>7. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>8. Suggested Reading <a href="https://www.economicdiscussion.net/human-resource-planning/human-resource-planning-objectives/31734">https://www.economicdiscussion.net/human-resource-planning/human-resource-planning-objectives/31734</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>7. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. How do HR policies support HR planning objectives?  Why is departmental organization important in achieving HR objectives?  What are the benefits of integrating HR planning objectives, policies, and departmental organization?</p> <p>8. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 10</b>	<p><b>Course Name: Human Resource Management</b></p> <p><b>Topic: HR Planning: Strategic Alignment</b></p>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"> <li>m. Understand the concept of strategic alignment in HR planning.</li> <li>n. Learn how to align HR planning with organizational strategy.</li> <li>o. Recognize the benefits of strategic alignment in HR planning.</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>k. Power point presentation</li> </ul>
<b>Teaching Development</b>	<p>9. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce the concept of strategic alignment in HR planning.</li> <li>- Discuss why it is crucial for HR planning to be aligned with the overall business strategy.</li> </ul> <p>10. <b>Development</b> (30 minutes)</p> <p><b>Definition and Importance of Strategic Alignment</b></p> <ul style="list-style-type: none"> <li>- Define strategic alignment in the context of HR planning.</li> <li>- Discuss the importance of aligning HR planning with organizational goals and strategies.</li> </ul> <p><b>Steps to Achieve Strategic Alignment</b></p> <p><b>Understanding Organizational Strategy:</b></p> <ul style="list-style-type: none"> <li>- Understanding the company’s mission, vision, and strategic goals.</li> </ul>





	<p><b>HR Strategy Development</b></p> <ul style="list-style-type: none"> <li>- Developing HR strategies that support the overall business strategy.</li> </ul> <p><b>Implementation and Monitoring</b></p> <ul style="list-style-type: none"> <li>- Implementing HR strategies and monitoring their effectiveness.</li> </ul> <p><b>Benefits of Strategic Alignment</b></p> <ul style="list-style-type: none"> <li>- Discuss the benefits of aligning HR planning with organizational strategy (e.g., improved performance, competitive advantage).</li> <li>- Provide examples of companies that have successfully achieved strategic alignment.</li> <li>- Highlight the role of HR managers in ensuring strategic alignment.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>9. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>10. Suggested Reading <a href="https://www.betterworks.com/magazine/strategic-hr-planning-what-it-is-and-why-it-matters/">https://www.betterworks.com/magazine/strategic-hr-planning-what-it-is-and-why-it-matters/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>9. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is strategic alignment in HR planning?</p> <p>Name two steps to achieve strategic alignment.</p> <p>10. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 11</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Selection: Concept</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"> <li>p. Understand the definition and importance of selection in HRM.</li> <li>q. Recognize the role of selection in organizational success.</li> <li>r. Differentiate between effective and ineffective selection processes.</li> </ul>
<b>Teaching Aids (if any)</b>	<p>1. Power point presentation</p>
<b>Teaching Development</b>	<p>11. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Begin with a brief overview of what selection is and why it's a critical function in Human Resource Management.</li> <li>- Mention that selection is the process of choosing the most suitable candidate from those recruited to fill job vacancies.</li> </ul> <p>2. <b>Development</b> (30 minutes) Definition of Selection</p>



	<ul style="list-style-type: none"> <li>- Explain selection as the process of screening, shortlisting, and choosing the right candidate for the job.</li> <li>- Emphasize that it's a critical part of the recruitment process.</li> </ul> <p>Importance of Selection</p> <ul style="list-style-type: none"> <li>- Discuss the significance of selection in ensuring that the best talent is hired.</li> <li>- Highlight how proper selection can lead to better job performance, reduced turnover, and enhanced company culture.</li> </ul> <p>Steps in the Selection Process</p> <ul style="list-style-type: none"> <li>- Provide a detailed description of the common steps involved in the selection process:</li> <li>- Preliminary Screening: Initial review of applications to filter out unqualified candidates.</li> <li>- Application Forms and Resumes: Detailed analysis of candidates' resumes and applications.</li> <li>- Employment Tests: Various tests (aptitude, technical, personality) used to assess candidates' suitability.</li> <li>- Interviews: Different types of interviews (structured, unstructured, behavioral).</li> <li>- Background Checks: Verification of candidates' employment history, education, and criminal record.</li> <li>- Decision Making: Final selection based on all gathered data.</li> </ul> <p>Job Offer: Extending an offer to the selected candidate.</p> <p>Challenges in Selection</p> <ul style="list-style-type: none"> <li>- Discuss common challenges faced during the selection process, such as bias, poor fit, and the pressure of filling positions quickly.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<p><b>Closure</b></p>	<p>11. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://www.onlinemanipal.com/blogs/selection-process-in-human-resource-management-easy-steps-to-follow">https://www.onlinemanipal.com/blogs/selection-process-in-human-resource-management-easy-steps-to-follow</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<p>11. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>What is the primary purpose of the selection process in HRM?</p> <p>Which of the following is a step in the selection process?</p> <p>Why is selection considered a critical function in HRM?</p> <p>12. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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<b>Lesson Plan No. 12</b>	<b>Course Name: Human Resource Management</b> <b>Topic: Selection - Features</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"><li>s. Understand the key features of the selection process.</li><li>t. Recognize the importance of a systematic selection process in HRM.</li><li>u. Identify different methods and tools used in selection.</li></ul>
<b>Teaching Aids (if any)</b>	m. Power point presentation
<b>Teaching Development</b>	<p><b>12. Introduction (5 minutes)</b></p> <ul style="list-style-type: none"><li>- Begin with a brief discussion on the significance of selecting the right candidates for organizational success.</li><li>- Explain how an effective selection process can improve productivity, reduce turnover, and enhance employee satisfaction.</li></ul> <p><b>13. Development (30 minutes)</b></p> <p>Definition and Purpose of Selection</p> <ul style="list-style-type: none"><li>- Explain what selection is and its role in HRM.</li><li>- Discuss how selection differs from recruitment.</li></ul> <p>Key Features of Selection</p> <ul style="list-style-type: none"><li>- Systematic Process: Outline the step-by-step process of selection, including screening, interviews, tests, and background checks.</li><li>- Job Relevance: Emphasize the importance of job analysis and matching candidate skills with job requirements.</li><li>- Objective and Fair: Discuss methods to ensure the selection process is unbiased and fair, such as structured interviews and standardized tests.</li><li>- Legal and Ethical Considerations: Cover the importance of complying with labor laws and ethical standards during the selection process.</li><li>- Decision Making: Explain the final decision-making process and the role of multiple stakeholders.</li></ul> <p>Tools and Methods in Selection</p> <ul style="list-style-type: none"><li>- Interviews: Types of interviews (structured, unstructured, panel) and their effectiveness.</li><li>- Psychometric Tests: Use and interpretation of aptitude, personality, and skill tests.</li><li>- Assessment Centers: Role-playing, simulations, and group discussions.</li></ul> <p>Exercise (5 minutes) Think Pair and share</p>



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<b>Closure</b>	12. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 13. Suggested Reading <a href="https://www.investopedia.com/terms/h/humanresources.asp">https://www.investopedia.com/terms/h/humanresources.asp</a> Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	13. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the primary difference between recruitment and selection?  Name two methods that can ensure fairness in the selection process.  Why is job relevance important in the selection process?  14. Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 13</b>	<b>Course Name: Human Resource Management</b> <b>Topic: Selection - Objectives</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  v. Define the primary objectives of the selection process. w. Understand how selection contributes to organizational effectiveness. x. Identify the goals of selection from both employer and employee perspectives.
<b>Teaching Aids (if any)</b>	n. Power point presentation
<b>Teaching Development</b>	14. <b>Introduction</b> (5 minutes) - Introduce the concept of selection objectives by explaining how they align with the overall goals of HRM and the organization. Highlight the benefits of having clear objectives in the selection process.  15. <b>Development</b> (30 minutes) Definition and Importance of Selection Objectives - Define what selection objectives are and why they are crucial.- - Discuss the alignment of selection objectives with organizational goals. - Primary Objectives of Selection - Right Fit: Ensuring the candidate fits the job and organizational culture. - Competency Matching: Selecting candidates with the necessary skills and competencies. - Efficiency: Streamlining the process to be time and cost-effective. - Legal Compliance: Ensuring the process adheres to labor laws and regulations. - Future Potential: Identifying candidates with growth potential for



	<p>future roles.</p> <ul style="list-style-type: none"> <li>- Stakeholder Perspectives</li> <li>- Employer Objectives: Enhancing productivity, reducing turnover, and improving team dynamics.</li> <li>- Employee Objectives: Finding a role that matches their skills, career aspirations, and values.</li> </ul> <p>- Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>14. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://www.allthingsic.com/wp-content/uploads/2013/07/hrzone-engagement-toolkit_RachelMiller.pdf">https://www.allthingsic.com/wp-content/uploads/2013/07/hrzone-engagement-toolkit_RachelMiller.pdf</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>15. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is one primary objective of the selection process for employers?  How does competency matching benefit the selection process?  Why is legal compliance an important objective in selection?</p> <p>16. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
<b>Lesson Plan No. 14</b>	<p><b>Course Name: Human Resource Management</b></p> <p><b>Topic: Process of Selection</b></p>
	<b>Course No.: BBAMJ-504</b>

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"> <li>y. Understand the definition and importance of selection in HRM.</li> <li>z. Recognize the role of selection in organizational success.</li> <li>aa. Differentiate between effective and ineffective selection processes.</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>o. Power point presentation</li> </ul>
<b>Teaching Development</b>	<p>16. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce the selection process as a structured method that organizations use to find and hire the best candidates.</li> <li>- Explain that each step in the process is designed to gather specific information about candidates to aid in decision-making.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Overview of the Selection Process</li> <li>- Provide a high-level overview of the selection process, emphasizing its importance in finding the right fit for the organization.</li> </ul>



	<ul style="list-style-type: none"> <li>- Detailed Steps in the Selection Process</li> <li>- Preliminary Screening Explain the initial screening process to weed out unqualified candidates based on minimum criteria.</li> <li>Application Review <ul style="list-style-type: none"> <li>- Discuss the importance of reviewing applications and resumes to shortlist potential candidates.</li> <li>- Employment Tests Describe various tests used to assess candidates' abilities, skills, and personality traits.</li> </ul> </li> <li>Interviews <ul style="list-style-type: none"> <li>- Detail different types of interviews and their purposes. Explain structured, unstructured, and behavioral interviews.</li> </ul> </li> <li>Background Checks <ul style="list-style-type: none"> <li>- Explain the necessity of conducting background checks to verify the accuracy of candidates' information.</li> </ul> </li> <li>- Decision Making Discuss how the gathered information is used to make the final hiring decision.</li> <li>Job Offer <ul style="list-style-type: none"> <li>- Explain the final step of extending an offer to the selected candidate.</li> </ul> </li> <li>Significance of a Structured Selection Process <ul style="list-style-type: none"> <li>- Discuss why a structured selection process is important for fairness, consistency, and legal compliance.</li> <li>- Emphasize the benefits of reducing bias and ensuring a good fit for the role.</li> </ul> </li> </ul> <p><a href="https://www.youtube.com/watch?v=QcE_xs9O5J4">https://www.youtube.com/watch?v=QcE_xs9O5J4</a></p> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>15. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://timespro.com/blog/a-comprehensive-guide-on-effective-employee-selection-methods">https://timespro.com/blog/a-comprehensive-guide-on-effective-employee-selection-methods</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>17. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Explain the importance of the selection process in the context of organizational success.</p> <p>Describe a situation where an ineffective selection process might impact a company's performance.</p> <p>What are the primary challenges faced during the selection process, and how can they be mitigated?</p> <p>18. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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<b>Lesson Plan No. 15</b>	<b>Course Name: Human Resource Management</b> <b>Topic: Recruitment - Meaning</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  bb. Define recruitment and its role in HRM. cc. Understand the different stages of the recruitment process. dd. Identify the significance of effective recruitment in organizational success.
<b>Teaching Aids (if any)</b>	p. Power point presentation
<b>Teaching Development</b>	<p>17. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Begin with a brief overview of recruitment, explaining its purpose and importance in acquiring talent.</li> <li>- Highlight how recruitment is the first step in building a strong workforce.</li> </ul> <p>18. <b>Development</b> (30 minutes)</p> <p><b>Definition of Recruitment</b></p> <ul style="list-style-type: none"> <li>- Explain what recruitment is and its role in HRM.</li> <li>- Discuss how recruitment sets the stage for the selection process.</li> </ul> <p><b>Stages of the Recruitment Process</b></p> <ul style="list-style-type: none"> <li>- <b>Identifying Vacancy:</b> How HR identifies the need for new employees.</li> <li>- <b>Job Analysis:</b> Conducting job analysis to create job descriptions and specifications.</li> <li>- <b>Sourcing Candidates:</b> Various methods to attract potential candidates (job postings, employee referrals, etc.).</li> <li>- <b>Screening Applications:</b> Reviewing resumes and applications to shortlist candidates.</li> <li>- <b>Interviewing:</b> Conducting interviews to assess candidate suitability.</li> <li>- <b>Selection:</b> Finalizing candidates for the selection process.</li> </ul> <p><b>Significance of Effective Recruitment</b></p> <ul style="list-style-type: none"> <li>- <b>Attracting Talent:</b> Importance of attracting a diverse pool of qualified candidates.</li> <li>- <b>Employer Branding:</b> Enhancing the organization's reputation as a desirable place to work.</li> <li>- <b>Reducing Turnover:</b> Ensuring the right fit to reduce employee turnover and increase retention.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>



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<b>Closure</b>	<p>16. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://www.investopedia.com/terms/h/humanresources.asp">https://www.investopedia.com/terms/h/humanresources.asp</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>19. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the first stage of the recruitment process?  Name one method used to attract potential candidates.  How does effective recruitment reduce employee turnover?</p> <p>20. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 16</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Recruitment - Sources</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>ee. Identify different sources of recruitment. ff. Understand the advantages and disadvantages of various recruitment sources. gg. Learn how to select appropriate recruitment sources based on organizational needs.</p>
<b>Teaching Aids (if any)</b>	<p>q. Power point presentation</p>
<b>Teaching Development</b>	<p>19. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce the concept of recruitment sources by explaining how organizations find potential candidates.</li> <li>- Discuss the importance of choosing the right sources for effective recruitment.</li> </ul> <p>20. <b>Development</b> (30 minutes)</p> <p><b>Definition of Recruitment</b></p> <ul style="list-style-type: none"> <li>- Explain what recruitment is and its role in HRM.</li> <li>- Discuss how recruitment sets the stage for the selection process.</li> </ul> <p><b>Stages of the Recruitment Process</b></p> <ul style="list-style-type: none"> <li>- <b>Identifying Vacancy:</b> How HR identifies the need for new employees.</li> <li>- <b>Job Analysis:</b> Conducting job analysis to create job descriptions and specifications.</li> <li>- <b>Sourcing Candidates:</b> Various methods to attract potential candidates (job postings, employee referrals, etc.).</li> <li>- <b>Screening Applications:</b> Reviewing resumes and applications to shortlist candidates.</li> </ul>



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	<ul style="list-style-type: none"> <li>- <b>Interviewing:</b> Conducting interviews to assess candidate suitability.</li> <li>- <b>Selection:</b> Finalizing candidates for the selection process.</li> </ul> <p><b>Significance of Effective Recruitment</b></p> <ul style="list-style-type: none"> <li>- <b>Attracting Talent:</b> Importance of attracting a diverse pool of qualified candidates.</li> <li>- <b>Employer Branding:</b> Enhancing the organization's reputation as a desirable place to work.</li> <li>- <b>Reducing Turnover:</b> Ensuring the right fit to reduce employee turnover and increase retention.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>17. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://www.investopedia.com/terms/h/humanresources.asp">https://www.investopedia.com/terms/h/humanresources.asp</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>21. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the first stage of the recruitment process?  Name one method used to attract potential candidates.  How does effective recruitment reduce employee turnover?</p> <p>22. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 17</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Recruitment - Methods</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"> <li>hh. Identify different methods of recruitment.</li> <li>ii. Understand the strengths and weaknesses of various recruitment methods.</li> <li>jj. Learn how to select the most effective recruitment method for different roles.</li> </ul>
<b>Teaching Aids (if any)</b>	<ul style="list-style-type: none"> <li>r. Power point presentation</li> </ul>
<b>Teaching Development</b>	<p>21. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Begin with a discussion on the importance of selecting the right recruitment method to attract qualified candidates.</li> <li>- Explain how different methods can suit different types of job openings.</li> </ul>



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	<p>22. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Definition and Importance of Recruitment Methods</li> <li>- Explain what recruitment methods are and their significance in the hiring process.</li> <li>- Common Recruitment Methods</li> <li>- Direct Recruitment: Approaching potential candidates directly.</li> <li>- Employment Agencies: Using agencies to source and screen candidates.</li> <li>- Campus Recruitment: Visiting educational institutions to hire graduates.</li> <li>- Employee Referrals: Encouraging current employees to refer candidates.</li> <li>- Job Portals and Online Ads: Posting job openings on various online platforms.</li> <li>- Social Media Recruitment: Using social media channels to find candidates.</li> <li>- Evaluating Recruitment Methods</li> <li>- Cost-Effectiveness: Analyzing the cost of each method.</li> <li>- Reach and Diversity: Assessing the ability to reach a diverse pool of candidates.</li> <li>- Speed of Hiring: Evaluating how quickly each method can fill vacancies.</li> <li>- Quality of Hires: Measuring the quality and fit of candidates sourced through different methods.</li> </ul> <p style="padding-left: 40px;">Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>18. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://hrzone.com/blog/7-hr-technology-trends-to-ease-recruitment-process/">https://hrzone.com/blog/7-hr-technology-trends-to-ease-recruitment-process/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>23. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>Name one advantage of using employment agencies for recruitment. What is a benefit of campus recruitment? How can the speed of hiring be a factor in choosing a recruitment method?</p> <p>24. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 18</b>	<p><b>Course Name: Human Resource Management</b></p> <p><b>Topic: New Approaches to Recruitment - E-Recruitment</b></p>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  kk. Understand the concept of e-recruitment and its importance. ll. Identify different platforms and tools used in e-recruitment. mm. Learn the benefits and challenges of using e-recruitment.
<b>Teaching Aids (if any)</b>	s. Power point presentation
<b>Teaching Development</b>	23. <b>Introduction</b> (5 minutes) - Define e-recruitment and its role in modern HRM. - Discuss the growing trend of using digital platforms for recruitment. 24. <b>Development</b> (30 minutes) - Platforms and Tools for E-Recruitment - Job Portals: Overview of popular job portals (Indeed, Monster, etc.). - Social Media: Using platforms like LinkedIn, Facebook, and Twitter for recruitment. - Company Websites: Leveraging company career pages for job postings. - Applicant Tracking Systems (ATS): Automating the recruitment process with ATS. - Benefits and Challenges of E-Recruitment - Benefits: Wider reach, cost-effectiveness, faster hiring process, and better candidate experience. - Challenges: Handling large volumes of applications, ensuring data privacy, and maintaining a personal touch. <a href="https://www.youtube.com/watch?v=4MkW5K2huRY">https://www.youtube.com/watch?v=4MkW5K2huRY</a> Exercise (5 minutes) Think Pair and share
<b>Closure</b>	19. Summarize the Lesson Learning Outcomes and get affirmation from students on these. What is e-recruitment? Name one benefit of using job portals for recruitment. What is a challenge associated with e-recruitment? Suggested Reading Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	25. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Name one advantage of using employment agencies for recruitment.  What is a benefit of campus recruitment?  How can the speed of hiring be a factor in choosing a recruitment method?  26. Spend 5 minutes to evaluate student assimilation of the lesson contents



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<b>Lesson Plan No. 19</b>	<b>Course Name: Human Resource Management</b> <b>Topic: New Approaches to Recruitment - Job Portals and LinkedIn Hiring</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  nn. Understand how job portals and LinkedIn are used in recruitment. oo. Learn the features and benefits of using job portals and LinkedIn. pp. Identify best practices for effective hiring through these platforms.
<b>Teaching Aids (if any)</b>	t. Power point presentation
<b>Teaching Development</b>	<p>25. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Introduce job portals and LinkedIn as essential tools for modern recruitment.</li><li>- Explain how these platforms have revolutionized the way organizations find and hire talent.</li></ul> <p>26. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Overview of Job Portals and LinkedIn</li><li>- Define job portals and LinkedIn, and their roles in e-recruitment.</li><li>- Discuss the popularity and usage of these platforms in HRM.</li><li>- Features and Benefits of Job Portals</li><li>- Job Postings: How to create and manage job postings on portals like Indeed, Monster, and Glassdoor.</li><li>- Resume Databases: Accessing and searching through extensive resume databases.</li><li>- Employer Branding: Enhancing company visibility and reputation through job portals.</li><li>- Features and Benefits of LinkedIn Hiring</li><li>- Job Postings: Posting job openings on LinkedIn and targeting specific audiences.</li><li>- Talent Search: Using LinkedIn's search features to find and connect with potential candidates.</li><li>- Networking: Leveraging LinkedIn's networking capabilities for referrals and recommendations.</li><li>- Employer Branding: Building a strong employer brand through company pages and content sharing.</li><li>- Best Practices for Effective Hiring</li><li>- Optimizing Job Descriptions: Writing clear and engaging job descriptions.</li><li>- Active Engagement: Engaging with potential candidates through personalized messages.</li><li>- Utilizing Analytics: Using platform analytics to track and improve recruitment efforts.</li></ul> <p><a href="https://www.youtube.com/watch?v=IPnCM5ikzc4">https://www.youtube.com/watch?v=IPnCM5ikzc4</a></p> <p>Exercise (5 minutes)</p>



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	Think Pair and share
<b>Closure</b>	20. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://builtin.com/recruiting/recruitment-strategies">https://builtin.com/recruiting/recruitment-strategies</a> Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	27. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is one feature of job portals that benefits employers?  How can LinkedIn's talent search feature help in recruitment?  Why is employer branding important on job portals and LinkedIn?  28. Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No.</b> 20	<b>Course Name: Human Resource Management</b>  <b>Topic: Difference between Recruitment and Selection</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  qq. Understand the distinct roles of recruitment and selection in HRM. rr. Identify the key differences between recruitment and selection processes. ss. Learn how recruitment and selection complement each other in hiring the best candidates.
<b>Teaching Aids (if any)</b>	u. Power point presentation
<b>Teaching Development</b>	27. <b>Introduction</b> (5 minutes) - Begin with an overview of recruitment and selection as integral parts of the hiring process. - Explain that while recruitment involves attracting candidates, selection involves choosing the best candidate from the pool. 2. <b>Development</b> (30 minutes) - Definition of Recruitment and Selection - Recruitment: Explain recruitment as the process of identifying, attracting, and encouraging potential candidates to apply for job openings. - Selection: Define selection as the process of evaluating and choosing the most suitable candidate for the job. Key Differences between Recruitment and Selection - Purpose - Recruitment aims to create a pool of candidates. - Selection aims to choose the best candidate from the pool.



	<ul style="list-style-type: none"> <li>- Process</li> <li>- Recruitment involves advertising, job postings, and reaching out to potential candidates.</li> <li>- Selection involves screening, testing, interviewing, and background checks.</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>- Recruitment activities: Job analysis, creating job descriptions, advertising.</li> <li>- Selection activities: Application screening, conducting interviews, making job offers.</li> </ul> <p>Outcome</p> <ul style="list-style-type: none"> <li>- Recruitment results in a list of potential candidates.</li> <li>- Selection results in the hiring of a candidate.</li> </ul> <p>Interrelationship between Recruitment and Selection</p> <ul style="list-style-type: none"> <li>- Discuss how recruitment and selection are interrelated and equally important.</li> <li>- Effective recruitment leads to a better pool of candidates, which enhances the selection process.</li> <li>- Poor recruitment can result in a weak candidate pool, making the selection process more challenging.</li> </ul> <p>Examples and Case Studies</p> <ul style="list-style-type: none"> <li>- Provide real-world examples and case studies to illustrate the differences between recruitment and selection. Discuss how successful companies manage both processes to achieve optimal hiring outcomes.</li> <li>- <a href="https://www.youtube.com/watch?v=4F-ZWOM4z0A">https://www.youtube.com/watch?v=4F-ZWOM4z0A</a></li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>21. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.geeksforgeeks.org/difference-between-recruitment- and-selection/">https://www.geeksforgeeks.org/difference-between-recruitment- and-selection/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>29. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Explain the importance of the selection process in the context of organizational success.</p> <p>Describe a situation where an ineffective selection process might impact a company's performance.</p> <p>What are the primary challenges faced during the selection process, and how can they be mitigated?</p> <p>30. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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<b>Lesson Plan No.</b> 21	<b>Course Name: Human Resource Management</b>  <b>Topic: Concept of Training and Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  tt. Understand the fundamental concepts of training and development. uu. Differentiate between training and development. vv. Recognize the role of training and development in employee growth and organizational success.
<b>Teaching Aids (if any)</b>	v. Power point presentation
<b>Teaching Development</b>	<p>28. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Introduce training and development as crucial components of Human Resource Management.</li><li>- Explain that training focuses on improving current job performance, while development aims at preparing employees for future roles and responsibilities.</li></ul> <p><b>2. Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Definition and Scope</li><li>- Training: Define training as the process of enhancing employees' skills, knowledge, and competencies for their current job roles.</li><li>- Development: Define development as a broader process aimed at the overall growth of employees, preparing them for future roles and responsibilities.</li><li>- Discuss the scope of both training and development within an organization.</li><li>- Importance of Training and Development</li><li>- For Employees: Explain how training and development contribute to career advancement, job satisfaction, and skill enhancement.</li></ul> <p>For Organizations:</p> <ul style="list-style-type: none"><li>- Discuss how these processes lead to increased productivity, improved performance, and competitive advantage.</li></ul> <p><b>Key Differences Between Training and Development</b></p> <ul style="list-style-type: none"><li>- Compare and contrast training and development in terms of objectives, scope, and time frames.</li><li>- Training is usually job-specific and short-term, while development is broader and more long-term.</li></ul> <p>Exercise (5 minutes) Think Pair and share</p>



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<b>Closure</b>	<p>22. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.ibm.com/topics/training-development">https://www.ibm.com/topics/training-development</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>31. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>32. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 22	<b>Course Name: Human Resource Management</b>  <b>Topic: Methods and Types of Training</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>ww. Identify different training methods and their applications. xx. Understand various types of training programs. yy. Evaluate the effectiveness of different training methods.</p>
<b>Teaching Aids (if any)</b>	w. Power point presentation
<b>Teaching Development</b>	<p>29. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Start by explaining that training methods and types are designed to cater to different learning needs and objectives.</li> <li>- Discuss the importance of selecting appropriate methods based on the training goals and audience.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Training Methods</li> <li>- On-the-Job Training: Describe methods like job rotation, mentoring, and coaching.</li> <li>- Off-the-Job Training: Discuss methods such as lectures, workshops, simulations, and e-learning.</li> <li>- Blended Learning: Explain the combination of online and face-to-face training methods.</li> </ul> <p>Types of Training Programs</p> <ul style="list-style-type: none"> <li>- Induction Training: Training for new employees to understand the organizational culture and job roles.</li> <li>- Technical Training: Focused on enhancing specific technical skills.</li> <li>- Soft Skills Training: Training on communication, leadership, and interpersonal skills.</li> <li>- Compliance Training: Training to meet legal and regulatory requirements.</li> </ul> <p>Evaluating Training Effectiveness</p>



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	<ul style="list-style-type: none"> <li>- Discuss methods to assess the effectiveness of training programs, including feedback surveys, assessments, and performance evaluations.</li> </ul> <p>Exercise (5 minutes) Think Pair and share</p>
<b>Closure</b>	<p>23. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://alp.consulting/types-of-employee-training-programs/">https://alp.consulting/types-of-employee-training-programs/</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>33. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>34. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 23	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Importance of Training and Development</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>zz. Understand the significance of training and development for both employees and organizations.</p> <p>aaa. Analyze the impact of training and development on organizational performance and employee satisfaction.</p> <p>bbb. Identify the benefits of investing in training and development programs.</p>
<b>Teaching Aids (if any)</b>	<p>x. Power point presentation</p>
<b>Teaching Development</b>	<p>30. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce the topic by highlighting how training and development are vital for organizational growth and employee engagement.</li> <li>- Explain that these processes are investments that yield long-term benefits.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Benefits for Employees</li> <li>- Career Growth: Explain how training and development support career advancement and personal growth.</li> <li>- Job Satisfaction: Discuss how skill enhancement leads to greater job satisfaction and motivation.</li> <li>- Increased Competence: Describe how training improves employees' skills and job performance.</li> <li>- Benefits for Organizations</li> </ul>



	<ul style="list-style-type: none"> <li>- Enhanced Productivity: Explain how well-trained employees contribute to higher productivity.</li> <li>- Competitive Advantage: Discuss how training and development can provide a competitive edge in the market.</li> <li>- Reduced Turnover: Describe how investing in employees' growth can lead to lower turnover rates.</li> </ul> <p>Return on Investment (ROI) for Training</p> <ul style="list-style-type: none"> <li>- Measuring ROI: Discuss methods for measuring the return on investment for training programs, including performance metrics and cost-benefit analysis.</li> <li>- Case Studies: Provide examples of organizations that have seen significant benefits from their training and development investments.</li> </ul> <p>Exercise (5 minutes) One-Minute paper</p>
<b>Closure</b>	<p>24. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.economicdiscussion.net/human-resource-management/employee-training/importance-of-training-and-development/31637">https://www.economicdiscussion.net/human-resource-management/employee-training/importance-of-training-and-development/31637</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>35. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>How does training and development benefit employees?</p> <p>What are the benefits of training and development for organizations?</p> <p>What is a common method for measuring the return on investment (ROI) for training programs?</p> <p>36. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 24	<b>Course Name: Human Resource Management</b>  <b>Topic: Training Needs Identification</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  ccc. Learn the process of identifying training needs within an organization. ddd. Understand different methods for assessing training requirements. eee. Analyze how to align training needs with organizational goals.
<b>Teaching Aids (if any)</b>	y. Power point presentation



<b>Teaching Development</b>	<p>31. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Start by explaining that identifying training needs is essential for ensuring that training programs are relevant and effective.</li><li>- Emphasize that accurate needs assessment helps in addressing skill gaps and aligning training with organizational objectives.</li></ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Process of Identifying Training Needs</li><li>- Organizational Analysis: Discuss how to evaluate organizational goals and objectives to determine training needs.</li><li>- Task Analysis: Explain how to analyze specific job roles and tasks to identify skill gaps.<ul style="list-style-type: none"><li>- Person Analysis: Describe how to assess individual employees' skills and performance to determine their training needs.</li></ul></li><li>Methods for Assessing Training Needs<ul style="list-style-type: none"><li>- Surveys and Questionnaires: Discuss how to use surveys to gather data on training needs from employees and managers.</li><li>- Interviews and Focus Groups: Explain how interviews and focus groups can provide qualitative insights into training requirements.</li><li>- Performance Appraisals: Describe how performance appraisals can highlight areas where additional training may be required.</li><li>- Observation: Explain the role of direct observation in identifying skill gaps and training needs.</li></ul></li><li>- Aligning Training Needs with Organizational Goals<ul style="list-style-type: none"><li>- Discuss the importance of ensuring that training programs are aligned with the organization's strategic objectives and overall goals.</li></ul></li><li>- <a href="https://www.youtube.com/watch?v=dA_HKZCr3wo">https://www.youtube.com/watch?v=dA_HKZCr3wo</a></li></ul> <p>Exercise (5 minutes) Summarizing</p>
<b>Closure</b>	<p>25. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://hr-guide.com/Training/Determining_Training_Needs.htm">https://hr-guide.com/Training/Determining_Training_Needs.htm</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>37. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>What is the purpose of a training needs analysis?</p> <p>Which method involves gathering data from employees and managers to assess training needs?</p> <p>Why is it important to align training needs with organizational goals?</p> <p>38. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No.</b> 25	<b>Course Name: Human Resource Management</b>  <b>Topic: Training Needs Assessment</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  fff. Understand the methods and tools used for assessing training needs. ggg. Learn how to prioritize training needs based on organizational and individual requirements. hhh. Evaluate the effectiveness of training needs assessment processes.
<b>Teaching Aids (if any)</b>	z. Power point presentation
<b>Teaching Development</b>	<p>32. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce training needs assessment as a systematic approach to determining what training is required to improve employee performance and achieve organizational goals.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- <b>Methods and Tools for Assessment</b></li> <li>- <b>Surveys and Questionnaires:</b> Describe how these tools are used to collect data on training needs from employees and management.</li> <li>- <b>Interviews:</b> Explain how one-on-one or group interviews can provide detailed insights into training needs.</li> <li>- <b>Focus Groups:</b> Discuss how focus groups can be used to explore training needs in a collaborative setting.</li> <li>- <b>Performance Metrics:</b> Explain how performance data can identify areas where training is needed.</li> </ul> <p><b>Prioritizing Training Needs</b></p> <ul style="list-style-type: none"> <li>- <b>Organizational Priorities:</b> Discuss how to align training needs with the organization's strategic goals.</li> <li>- <b>Impact Analysis:</b> Explain how to assess the potential impact of addressing various training needs.</li> <li>- <b>Resource Allocation:</b> Describe how to prioritize training needs based on available resources and potential return on investment.</li> <li>- <b>Evaluating the Effectiveness of Needs Assessment</b></li> <li>- Discuss methods for evaluating the success of the training needs assessment process, including feedback from stakeholders and measuring the outcomes of implemented training programs.</li> </ul> <ul style="list-style-type: none"> <li>- Exercise (5 minutes)</li> <li>- Summarizing</li> </ul>



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<b>Closure</b>	<p>26. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://hr-guide.com/Training/Determining_Training_Needs.htm">https://hr-guide.com/Training/Determining_Training_Needs.htm</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>39. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the purpose of a training needs analysis?</p> <p>Which method involves gathering data from employees and managers to assess training needs?</p> <p>Why is it important to align training needs with organizational goals?</p> <p>40. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 26	<b>Course Name: Human Resource Management</b>  <b>Topic: Concept of Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>iii. Understand the fundamental concept of employee development. jjj. Differentiate between employee development and training. kkk. Recognize the role of development in long-term career growth and organizational success.</p>
<b>Teaching Aids (if any)</b>	<p>aa. Power point presentation</p>
<b>Teaching Development</b>	<p>33. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Introduce the concept of development as a continuous process that focuses on enhancing employees' skills and preparing them for future roles and responsibilities within the organization.</li><li>- Highlight the differences between training and development.</li></ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Definition and Scope</li><li>- Development: Define development as a long-term process aimed at the overall growth of employees, preparing them for future roles and responsibilities.</li><li>- Scope: Discuss the scope of development activities, including leadership training, management development programs, and career development initiatives.</li><li>- Key Components of Development<ul style="list-style-type: none"><li>- Skill Enhancement: Explain how development focuses on enhancing a broad range of skills, including technical, managerial, and soft skills.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>- Career Progression: Discuss how development programs are aligned with career progression plans and succession planning within the organization.</li><li>- Benefits of Employee Development<ul style="list-style-type: none"><li>- For Employees: Improved job satisfaction, increased motivation, and enhanced career prospects.</li><li>- For Organizations: Higher employee retention, better succession planning, and a more skilled and adaptable workforce.</li></ul></li> <li>- Exercise (5 minutes)</li><li>- Think Pair Share</li></ul>
<b>Closure</b>	27. Summarize the Lesson Learning Outcomes and get affirmation from students on these.  Suggested Reading <a href="https://www.valamis.com/hub/employee-development">https://www.valamis.com/hub/employee-development</a> Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	41. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is the primary focus of employee development?  How does development differ from training?  What is a key benefit of employee development for organizations?  42. Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No.</b> 27	<b>Course Name: Human Resource Management</b>  <b>Topic: Evolution of Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  III. Understand the historical development of employee development practices. mmm. Recognize the key milestones and changes in employee development approaches over time. nnn. Identify current trends and future directions in employee development.
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<b>Teaching Aids (if any)</b>	bb. Power point presentation
<b>Teaching Development</b>	<p>34. <b>Introduction</b> (5 minutes) -Introduce the evolution of employee development by providing an overview of how development practices have changed over the years, from informal on-the-job learning to structured development programs.</p> <p><b>2. Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Historical Perspective</li> <li>- Early Practices: Discuss early employee development practices, such as apprenticeships and informal on-the-job training.</li> <li>- Industrial Revolution: Explain how the industrial revolution brought about the need for more formalized training and development programs.</li> </ul> <p>Key Milestones in Development</p> <ul style="list-style-type: none"> <li>- 20th Century Developments: Describe the establishment of training departments, introduction of management development programs, and the role of professional organizations like ASTD (now ATD).</li> <li>- 21st Century Trends: Discuss the impact of technology on employee development, the rise of e-learning, and the focus on continuous learning and development.</li> </ul> <p>Current and Future Trends</p> <ul style="list-style-type: none"> <li>- Personalized Learning: Explain how personalized and adaptive learning approaches are becoming more prevalent.</li> <li>- Focus on Soft Skills: Discuss the increasing emphasis on developing soft skills and leadership abilities.</li> <li>-Lifelong Learning: Highlight the trend towards promoting lifelong learning and continuous professional development.</li> </ul> <ul style="list-style-type: none"> <li>- Exercise (5 minutes)</li> <li>- Summarizing</li> </ul>
<b>Closure</b>	<p>28. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.seeklms.com/blog/history-of-learning-and-development--an-overview-of-its-history/">https://www.seeklms.com/blog/history-of-learning-and-development--an-overview-of-its-history/</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>43. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>How did the industrial revolution impact employee development practices?</p> <p>What is a key trend in employee development in the 21st century?</p> <p>What does the concept of lifelong learning emphasize in employee development?</p>



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	44. Spend 5 minutes to evaluate student assimilation of the lesson contents
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<b>Lesson Plan No.</b> 28	<b>Course Name: Human Resource Management</b>  <b>Topic: Methods of Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  ooo. Identify various methods used for employee development. ppp. Understand the applications and benefits of different development methods. qqq. Evaluate the effectiveness of different development approaches.
<b>Teaching Aids (if any)</b>	cc. Power point presentation
<b>Teaching Development</b>	<p>35. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Introduce the different methods used for employee development, emphasizing that various approaches are needed to address different learning styles and development goals.</li> </ul> <p>2. <b>Development</b> (30 minutes)</p> <p>On-the-Job Methods</p> <ul style="list-style-type: none"> <li>- Job Rotation: Explain how rotating employees through different roles helps them gain a broader perspective and develop new skills.</li> <li>- Coaching and Mentoring: Discuss the role of coaches and mentors in providing guidance and support for employee development.</li> <li>-Stretch Assignments: Describe how challenging assignments can help employees develop new skills and competencies.</li> </ul> <p>Off-the-Job Methods</p> <ul style="list-style-type: none"> <li>- Workshops and Seminars: Explain the benefits of attending external workshops and seminars for skill enhancement.</li> <li>-E-Learning and Online Courses: Discuss the advantages of online learning platforms and how they facilitate continuous learning.</li> <li>-Formal Education Programs: Describe the role of formal education programs, such as degree courses and certifications, in employee development.</li> </ul> <p>Blended Learning Approaches</p> <ul style="list-style-type: none"> <li>-Combination of Methods: Explain how blended learning combines on-the-job and off-the-job methods to provide a comprehensive development experience.</li> <li>-Benefits of Blended Learning: Discuss the advantages of blended learning, including flexibility, cost-effectiveness, and enhanced learning outcomes.</li> </ul> <p>- Exercise (5 minutes)</p>



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	- One-Minute paper
<b>Closure</b>	29. Summarize the Lesson Learning Outcomes and get affirmation from students on these.  Suggested Reading <a href="https://www.valamis.com/hub/employee-development-methods">https://www.valamis.com/hub/employee-development-methods</a> Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	45. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. What is job rotation in the context of employee development?  How do coaching and mentoring contribute to employee development?  What is a key benefit of blended learning approaches?  46. Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No.</b> 29	<b>Course Name: Human Resource Management</b>  <b>Topic: Importance of Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  rrr. Understand the significance of employee development for both employees and organizations. sss. Analyze the impact of development programs on organizational performance and employee satisfaction. ttt. Identify the benefits of investing in employee development.
<b>Teaching Aids (if any)</b>	dd. Power point presentation
<b>Teaching Development</b>	36. <b>Introduction</b> (5 minutes) - Introduce the importance of development by highlighting how it contributes to individual and organizational success. - Emphasize that development is an investment that yields long-term benefits.  2. <b>Development</b> (30 minutes) Benefits for Employees - Career Growth: Explain how development programs support career advancement and personal growth. - Job Satisfaction: Discuss how continuous development leads to greater



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	<p>job satisfaction and motivation.</p> <ul style="list-style-type: none"> <li>- Skill Enhancement: Describe how development improves employees' skills and job performance.</li> </ul> <p>Benefits for Organizations</p> <ul style="list-style-type: none"> <li>- Enhanced Productivity: Explain how well-developed employees contribute to higher productivity.</li> <li>- Competitive Advantage: Discuss how development can provide a competitive edge in the market.</li> <li>- Reduced Turnover: Describe how investing in employees' growth can lead to lower turnover rates.</li> </ul> <p>Case Studies and Examples</p> <ul style="list-style-type: none"> <li>- Successful Companies: Provide examples of companies that have benefited from robust development programs.</li> <li>- Employee Testimonials: Share testimonials from employees who have experienced the benefits of development programs.</li> <li>- Exercise (5 minutes)</li> <li>- Summarizing</li> </ul>
<b>Closure</b>	<p>30. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.hrmarketing.com/articles/employee-development/">https://www.hrmarketing.com/articles/employee-development/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>47. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>How does employee development contribute to job satisfaction?</p> <p>What are the key benefits of employee development for organizations?</p> <p>How can development programs lead to reduced turnover rates?</p> <p>48. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No.</b> 30	<b>Course Name: Human Resource Management</b>  <b>Topic: Training vs. Development</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ul style="list-style-type: none"> <li>uuu. Differentiate between training and development.</li> <li>vvv. Understand the unique roles and purposes of training and development.</li> <li>www. Evaluate the impact of training and development on employee performance and career growth.</li> </ul>
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<b>Teaching Aids (if any)</b>	ee. Power point presentation
<b>Teaching Development</b>	<p>37. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Introduce the topic by highlighting the distinctions between training and development, emphasizing their unique purposes and benefits.</li></ul> <p>2. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Definitions and Differences</li><li>- Training: Define training as a short-term process focused on improving specific skills for current job roles.</li><li>- Development: Define development as a long-term process aimed at overall growth and preparing employees for future roles.</li><li>- Key Differences: Highlight the main differences in focus, duration, and objectives between training and development.</li></ul> <p>Roles and Purposes</p> <ul style="list-style-type: none"><li>- Training Purposes: Discuss how training addresses immediate skill gaps and enhances job performance.</li><li>- Development Purposes: Explain how development focuses on long-term career growth and prepares employees for future responsibilities.</li></ul> <p>Impact on Performance and Career Growth</p> <ul style="list-style-type: none"><li>- Training Impact: Describe how effective training can lead to improved job performance and efficiency.</li><li>- Development Impact: Discuss how development programs contribute to career advancement, leadership skills, and succession planning.</li></ul> <ul style="list-style-type: none"><li>- Exercise (5 minutes)</li><li>- Think Pair Share</li></ul>
<b>Closure</b>	<p>31. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>Suggested Reading <a href="https://www.timechamp.io/blogs/differences-between-training-and-development/">https://www.timechamp.io/blogs/differences-between-training-and-development/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>49. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>What are the primary goals of training?</p> <p>How does development differ from training in terms of duration?</p> <p>What are the key purpose of development programs?</p> <p>50. Spend 5 minutes to evaluate student assimilation of the lesson contents.</p>



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<b>Lesson Plan No.</b> 31	<b>Course Name: Human Resource Management</b>  <b>Topic: Compensation and Performance Management: Concept</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  xxx. Define the concepts of compensation and performance management. yyy. Understand the components and significance of compensation. zzz. Comprehend the role of performance management in an organizational context. aaaa. Differentiate between compensation management and performance management.
<b>Teaching Aids (if any)</b>	ff. Power point presentation gg. Video
<b>Teaching Development</b>	38. <b>Introduction</b> (5 minutes) - Pose a question to the class: "What motivates you more at work: salary, benefits, or feedback?" - Introduce the topic and outline the key areas that will be covered during the lesson. <b>2. Development</b> (30 minutes) - Explain compensation as the total of all rewards received by employees in return for their labor, including both monetary and non-monetary elements. - Components of Compensation: Direct Compensation: Wages, salaries, bonuses, commissions. Indirect Compensation: Benefits such as health insurance, retirement plans, paid time off. Non-Financial Compensation: Recognition, career development opportunities, work environment. - Discuss how compensation impacts employee satisfaction, motivation, and retention. - Define performance management as a continuous process of identifying, measuring, and developing the performance of individuals and teams to align with organizational goals - Components and Importance of Performance Management - Linking Compensation and Performance Management - <a href="https://www.youtube.com/watch?v=8QfXRVLdj6I">https://www.youtube.com/watch?v=8QfXRVLdj6I</a>  - Exercise: Video (5 minutes) - Video has been shown to the students to clear the concept
<b>Closure</b>	32. Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <a href="https://www.researchgate.net/publication/376834124_Compensation_and_Performance_Management">https://www.researchgate.net/publication/376834124_Compensation_and_Performance_Management</a>



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	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	<p>51. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Summarize the key points discussed during the lesson.</p> <p>Ask students to write a short note on how an effective compensation strategy can impact employee performance.</p> <p>52. Spend 5 minutes to evaluate student assimilation of the lesson contents.</p>

<b>Lesson Plan No. 32</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Objectives and Importance of Performance Appraisal</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>bbbb. Understand the primary objectives of performance appraisal.</p> <p>cccc. Recognize the importance of performance appraisal in the context of human resource management.</p> <p>dddd. Analyze how performance appraisals contribute to employee development and organizational success.</p> <p>eeee. Discuss the challenges and best practices in implementing effective performance appraisals.</p>
<b>Teaching Aids (if any)</b>	hh. Power point presentation
<b>Teaching Development</b>	<p>39. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Ask students to share their experience with performance appraisals, either as employees or through their understanding of the concept.</li><li>- Briefly introduce the lesson's objectives and key topics, emphasizing the role of performance appraisal in HRM.</li><li>- Briefly recap what performance appraisal is: a systematic evaluation of employee performance.</li></ul> <p>40. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"><li>- Employee Development: Discuss how appraisals identify strengths and areas for improvement, guiding professional growth.</li><li>- Compensation Decisions: Explain the link between performance appraisals and decisions on pay raises, bonuses, and promotions.</li><li>- Feedback and Communication: Emphasize the role of appraisals in providing structured feedback and enhancing communication between employees and managers.</li><li>- Goal Setting and Alignment: Illustrate how appraisals help in setting</li></ul>



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	<p>individual goals that align with organizational objectives.</p> <ul style="list-style-type: none"> <li>- Legal Compliance: Address the importance of appraisals in maintaining fairness and avoiding discrimination in HR practices.</li> <li>- Importance of Performance Appraisal Exercise (5 minutes)</li> <li>- Think Pair and share</li> </ul>
<b>Closure</b>	<p>33. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>34. Suggested Reading <a href="https://www.nou.ac.in/econtent/PGDHRM%20Paper%20I/PGDHRM%20Paper-I%20Unit-13.pdf">https://www.nou.ac.in/econtent/PGDHRM%20Paper%20I/PGDHRM%20Paper-I%20Unit-13.pdf</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>53. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>54. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</p>

<b>Lesson Plan No. 33</b>	<b>Course Name: Human Resource Management</b>	<b>Course No.: BBAMJ-504</b>
	<b>Topic: Process of Performance Appraisal</b>	

<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <p>ffff. Understand the key steps involved in the performance appraisal process.</p> <p>gggg. Identify different methods and tools used during performance appraisals.</p> <p>hhhh. Analyze the role of communication and feedback in the appraisal process.</p> <p>iiii. Recognize common challenges in the performance appraisal process and ways to address them.</p>
<b>Teaching Aids (if any)</b>	<p>ii. Power point presentation</p>
<b>Teaching Development</b>	<p>41. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"> <li>- Pose a question: "Have you ever received feedback on your performance? How did it impact you?"</li> <li>- Briefly introduce the topic, emphasizing the importance of understanding the performance appraisal process in managing employee performance effectively.</li> <li>- Recap the definition of performance appraisal as a systematic process of evaluating an employee's job performance and productivity.</li> </ul> <p>42. <b>Development</b> (30 minutes)</p> <ul style="list-style-type: none"> <li>- Overview of Performance Appraisal</li> <li>- Highlight the importance of the appraisal process in setting</li> </ul>



	<p>performance standards, providing feedback, and guiding employee development.</p> <ul style="list-style-type: none"> <li>- Key Steps in the Performance Appraisal Process</li> <li>- Discuss the importance of setting clear, measurable, and achievable performance standards.</li> <li>- Provide examples of performance standards for different job roles</li> <li>- Emphasize the need for managers to clearly communicate performance expectations to employees.</li> <li>- Discuss methods for effectively communicating expectations, such as one-on-one meetings and documented performance plans</li> <li>- Explain the various methods used to measure employee performance, including qualitative and quantitative assessments.</li> <li>- Introduce tools such as Key Performance Indicators (KPIs), rating scales, and self-assessments.</li> <li>- Discuss the process of comparing an employee's actual performance against the established standards.</li> <li>- Highlight the importance of fairness and objectivity in this comparison.</li> <li>- Stress the significance of providing constructive feedback to employees.</li> <li>- Discuss best practices for delivering feedback, such as using the "sandwich" approach (positive feedback, constructive criticism, positive feedback).</li> <li>- Discuss how appraisal results are used to make decisions related to promotions, compensation, training, and termination.</li> <li>- Highlight the need for transparency and consistency in decision-making processes.</li> </ul> <p>Exercise: Role-Playing the Appraisal Process (5 minutes)</p> <ul style="list-style-type: none"> <li>- Divide the class into pairs. Each pair will role-play a performance appraisal meeting where one student is the manager and the other is the employee.</li> <li>- Provide each pair with a scenario that includes performance data for the employee.</li> <li>- After the role-play, discuss with the class how the appraisal meetings went, focusing on the effectiveness of communication, feedback, and the development plans discussed.</li> </ul>
<b>Closure</b>	<p>35. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>36. Suggested Reading <a href="https://www.iafc.org/docs/default-source/1vcos/ok-pmp-handbook.pdf">https://www.iafc.org/docs/default-source/1vcos/ok-pmp-handbook.pdf</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>55. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>56. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</p>



<b>Lesson Plan No. 34</b>	<b>Course Name: Human Resource Management</b> <b>Topic: 360 Degree Feedback System</b>	<b>Course No.: BBAMJ-504</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to:  jjjj. Understand the concept of the 360-degree feedback system. kkkk. Identify the key components and sources involved in the 360-degree feedback process. llll. Analyze the advantages and challenges of using a 360-degree feedback system. mmmm. Discuss the practical applications and implications of 360-degree feedback in organizational settings.
<b>Teaching Aids (if any)</b>	jj. Power point presentation
<b>Teaching Development</b>	<p>43. <b>Introduction</b> (5 minutes)</p> <ul style="list-style-type: none"><li>- Start with a quick discussion asking students if they have ever received feedback from multiple sources (e.g., teachers, peers, supervisors). What was their experience like?</li><li>- Briefly explain what a 360-degree feedback system is and its importance in modern performance management practices.</li></ul> <p>44. <b>Development</b> (20 minutes)</p> <ul style="list-style-type: none"><li>- Definition: Provide a clear definition of the 360-degree feedback system.</li><li>- Components: Discuss the different sources of feedback in a 360-degree system (e.g., self-assessment, peer review, supervisor feedback, subordinate feedback, and customer feedback).</li><li>- Process: Outline the steps involved in implementing a 360-degree feedback system in an organization.</li><li>- Visual Aid: Use a flowchart to depict the 360-degree feedback process.</li><li>- Present real-world examples of companies that have successfully implemented 360-degree feedback systems (e.g., Google, General Electric).</li><li>- Discuss how these companies use the feedback system to drive employee growth and organizational success.</li></ul> <p>Exercise: Case Study Analysis (15 minutes)</p> <ul style="list-style-type: none"><li>- Divide students into small groups and assign each group a case study of a company that has implemented a 360-degree feedback system.</li></ul>



	<ul style="list-style-type: none"><li>- Discussion: Ask each group to analyze the benefits and challenges faced by the company in using the system. How did it impact employee performance and organizational culture?</li><li>- Group Presentation: Have each group share their findings with the class.</li></ul>
<b>Closure</b>	<p>37. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>38. Suggested Reading <a href="https://www.researchgate.net/publication/278673266_360_-_Degree_Appraisal_-_A_Performance_Assessment_Tool">https://www.researchgate.net/publication/278673266_360_-_Degree_Appraisal_-_A_Performance_Assessment_Tool</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>57. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>58. Quiz Spend 5 minutes evaluating student assimilation of the lesson contents</p>



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