**MAN 404 – Human Resource Management Schedule:**

**Week 1 (18/02/15): Introduction to HRM**

* Key activities of HRM
* SWOT Analysis
* Group Formation
* Aims of HRM
* The Changing Environment of HRM
* Human Capital
* Strategic HRM
* HR Manager Proficiencies
* Q & A

**Week 2 (25/02/15): Job Analysis**

* Job Analysis
* Job Description and Job Specifications
* Functions of HR Manager
* Importance of Job Analysis
* Guidelines for Job Analysis
* Methods for collecting Job Analysis Information
* Job Descriptions
* Q & A