

## 97-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	人力資源管理	Serial No. / ID	2719 / MTB1010
Dept.	行銷與流通管理學系	School System / Class	進修學士班1年1班
Lecturer	李是惠	Full or Part-time	兼任
Required / Credit	Required / 3	Graduate Class	NO
Time / Place	(二)ABC / B401	Language	Chinese

Introduction
Human resource management (HRM) is the strategic and coherent approach to the management of an organization's most valued assets - the people working there who individually and collectively contribute to the achievement of the objectives of the business

Outline
Managing Human Resources Trends in Human Resource Management Providing Equal Employment Opportunity and a Safe Workplace Analyzing Work and Designing Jobs Planning for and Recruiting Human Resources Selecting Employees and Placing Them in Jobs Training Employees Managing Employees' Performance Developing Employees for Future Success Separating and Retaining Employees Establishing a Pay Structure Recognizing Employee Contributions with Pay

Prerequisite
Management Knowledge and capability