

Introduction to HRM: HP8005

Division of Psychology

Nanyang Technological University

HP 8005 Course Schedule

Week	Course Outline / Topic
1 (11 Aug 2016)	Introduction, Overview and the Legal Environment
2 (18 Aug 2016)	Strategy & Analysis of Work
3 (25 Aug 2016)	HR Planning and Recruitment
4 (1 Sept 2016)	Selection
5 (8 Sept 2016)	Training
6 (15 Sept 2016)	Performance Management
7 (22 Sept 2016)	Continuous Assessment (20% of final grade)

HP 8005 Course Schedule

Week	Course Outline / Topic
8 (26 th Sept - 2 nd Oct 2016)	<i>Recess Week</i>
9 (6 Oct 016)	Employee Development
10 (13 Oct 2016)	Pay Structure
11 (20 Oct 2016)	Rewarding employee contributions
12 (27 Oct 2016)	Separation and Retention
13 (3 Nov 2016)	Benefits
14 (10 Nov 2016)	Exam Revisions

CA Policy

- Students who are **absent for CA**, must present a valid Medical Certificate (MC) within a week. They will receive a VR (Valid Reason) for the test.
- There is **no make-up test** for those who are absent.
- A score of **zero** will be assigned to those who missed the test **without a valid reason.**

Reading Materials

- Will be uploaded to NTUlearn
- These include:
 - Web links
 - Scanned articles
- All Readings are relevant for CA and the Final Exam

Course Evaluation

Type of Assessments

- 1 continuous assessment (CA) test (20%)
- 1 final exam (80%)

Format

- To Be Announced (TBA)
- **Section A:** TBA (20%)
- **Section B:** Essays (80%):
 - Select **2** out of 3 options
 - All reading material covered in the course are relevant in the final exam.

True or False?

1. Managing labour as an economic resource is less challenging than the management of land, materials and technology.
2. Workers tend to benefit more when government regulation of labour is kept at a minimum.
3. Training of workers is more important than assisting in their personal development.

True or False?

4. An influx of foreign workers deprive Singaporeans of jobs.
5. A diverse workforce is more productive than one which is not.
6. Companies are mostly responsible for the career development of their employees.

Dangerous Jobs in Singapore

1. Marine sector
2. Construction
3. Transport

Workplace Safety Enforcement

- Ministry of Manpower conducts 3 000 inspections every year, i.e., 8 inspections a day.
- Latest proposal is to conduct 4 500 a year.
- There are over 4 000 sites that require safety inspections.

Regulations of Fair Treatment

- There are over 100 pregnancy and maternity related cases each year.
- These usually are dismissal of pregnant employees.
- Denial of maternity leave entitlements.
- Abuse of foreign workers.
- Violation of foreign worker quotas, eg., using phantom local workers.

SMRT bus drivers' strike: A sign of things to come?

What now, as Singapore reels from the shock of dealing with its first industrial strike in some 26 years?

From the perspective of labour economics assistant professor Walter Edgar Theseira, who teaches at [Nanyang Technological University](#) (NTU), the strike and its aftermath have demonstrated “potentially serious vulnerabilities” that arise from Singapore’s significant reliance on low-cost foreign labour.

To him, in fact, the strike could be viewed in the same vein as the [Foxconn](#) industrial actions in China — as a key sign to the end of an era of low wages and poor working conditions.

“Our broader concern should not be on this particular labour dispute and the handling of it, but rather on how well our economic system can adapt to the inevitable rise in wages and working conditions that all employees — Singaporean and foreign — will expect in the future,” he told *Yahoo! Singapore*.

The Legal Environment : Purpose of the Law

- Humans as a commercial resource is most unlike all other resources that is exploited for the generation of profits
- Poses a moral dilemma
- Humans are active agents
- Humans are no different from each other regardless of social structures of work
- Humans are capable of growth

Companies' Perspectives

- Commercial entities exist to maximise growth and profits
- Welfare of worker is not a priority
- Companies are not obliged to take on social responsibilities

Role of the law

- Social responsibilities belong to the state
- Labour legislation are enacted to clarify relationship between workers and companies
- Restraint companies from extreme exploitation
- Cultivate a balance between labour needs and company objectives
- Ensure the survival of the state

Legislation

- Rights of workers
- Health and safety of workers and environment
- Procedural practices
- Overseeing 'fairness'
- Deterrent and enforcement
- Adaptation

Singapore Legislation

- MOM is the ministry responsible for:
 - Compensation
 - Safety
 - Environment
 - Grievances
 - Benefits
 - Unions
 - Types of foreign workers



Role of HR department

- Administration:
 - Pay roll
 - Benefits
 - Recruitment and selection
 - Employment contracts
 - Accidents, insurance
 - Retrenchment
 - Dismissal
 - Training & development
 - Performance appraisal

Role of HR department

- Collection of data
- Keeping of records
- Tracking and analysing HR trends
- Liaising with outside agencies
- Communicating with internal departments

Future of Jobs

<http://reports.weforum.org/future-of-jobs-2016/>



PDF Copy of Future of Jobs Report

<http://www3.weforum.org/docs/WEF>

[_Future_of_Jobs.pdf](#)

- Executive summary – pdf doc



Where are the women in industry leadership?

CEO



senior



middle



junior



Source: Future of Jobs Report, World Economic Forum

Recruiting Women

	Industry	Job Family
Easier in	no Industry	Personal Care and Service Office and Administrative
Harder in	Basic & Infrastructure Consumer Energy Financial Services & Investors Health Information & Communication Technology Media, Entertainment & Information Mobility Professional Services	Hospitality and Food Related Architecture and Engineering Installation and Maintenance Construction and Extraction Community, Social and Protective Services



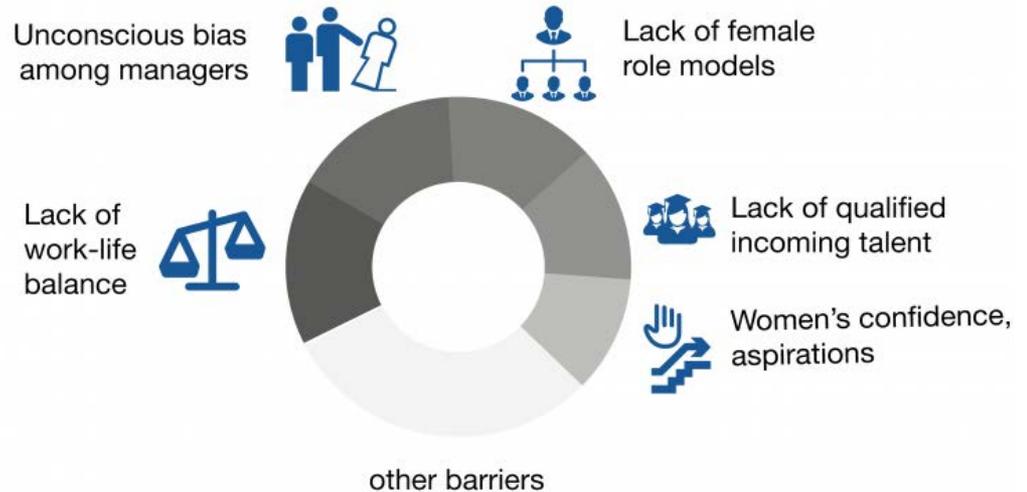
Source: Future of Jobs Report, World Economic Forum

Industries' rationales for hiring and promoting women



Source: Future of Jobs Report, World Economic Forum

Industries' barriers to hiring and promoting women



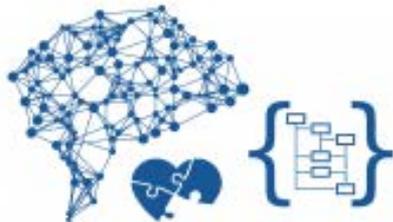
Top 10 skills

in 2020

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgment and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

in 2015

1. Complex Problem Solving
2. Coordinating with Others
3. People Management
4. Critical Thinking
5. Negotiation
6. Quality Control
7. Service Orientation
8. Judgment and Decision Making
9. Active Listening
10. Creativity



Supplementary Reading

Author	Jeremy Rifkin
Country	United States
Language	English
Publisher	Putnam Publishing Group
Publication date	1995
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