YukonCollege

COURSE OUTLINE

LEAD 372

STRATEGIC HUMAN RESOURCE COMPETENCIES

3 CREDITS

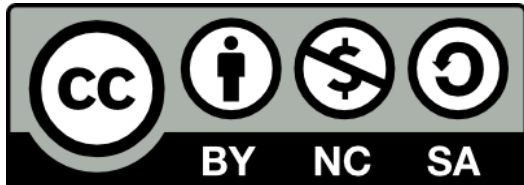PREPARED BY: Rita Koeller, Instructor   DATE: August 29, 2019

APPROVED BY: Stephen Mooney, A/Dean   DATE: August 30, 2019

APPROVED BY ACADEMIC COUNCIL: May 16, 2018
RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date

STRATEGIC HUMAN RESOURCE COMPETENCIES

INSTRUCTOR: Rita Koeller	**OFFICE HOURS:** By Appointment
OFFICE LOCATION:	**CLASSROOM:** A2601
E-MAIL: rkoeller@yukoncollege.yk.ca	**TIME:** 6:00 – 9:00pm
TELEPHONE:	**DATES:** September 9 – December 15th

COURSE DESCRIPTION
This interactive course will cover the key competency areas in Human Resources. This course will enable students to understand best practices of a Human Resources professional and strategies to manage the people side of organizations ranging from small scale sole proprietorships to multi-national corporations with a focus on northern, First Nation organizations and their specific requirements. Communication, leadership and professional skill building will be emphasized as students develop an ability to self-reflect, think strategically and problem solve human resource based business challenges.

PREREQUISITES
BUS 281 or LEAD 272

RELATED COURSE REQUIREMENTS
None

EQUIVALENCY OR TRANSFERABILITY
This course is newly developed and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of X.

LEARNING OUTCOMES
Upon successful completion of the course, students will be able to:

1. Research, reflect and integrate human resources best practices and ethical behaviours into one's own professional practice and life.
2. Understand and apply HR theories and models to propose new, innovative ways of doing business to support HR initiatives.

3. Propose and design policies, procedures, guidelines for HR strategies to support organizational goals and objectives.
4. Make informed business decisions and recommend enhancements of HR competencies and people practices in northern organizations, real world and case based examples.
5. Demonstrate an ability to work collaboratively in teams.
6. Build and model best practices in a variety of leadership and communication situations.
7. Analyze and propose strategic human resource management (HRM) initiatives and incorporate Yukon First Nations perspectives as they to apply to small scale sole proprietorships to multi-national corporations with a focus on northern, First Nation organizations.

COURSE FORMAT

This is an interactive course and learning content will be derived from group work, lecture discussions, reflection work, case studies and participation. Group discussion is a fundamental element of this class. Your participation in the course is expected and strongly encouraged. Attendance and engagement is essential for students to benefit from the learning process. You are expected to attend class prepared for the day's topics and contribute to the class by actively participating in discussions and case studies.

This course will be a total of 45 class hours plus a final project. Classes will include, lectures, readings, case analysis and discussion, individual and group work, individual and peer brainstorming, strategic thinking, incorporation of suggestions and revision and self-reflection journal writing. This interactive class will be taught in 3 hour lecture blocks.

ASSESSMENTS:

Reflective Leadership Journal –This personal reflective, ongoing journal will be incorporated into every class. Students are encouraged to incorporate their learnings in to a journal. Reflection questions are given each class, based on case group work, readings and videos. Self-Assessment Rubric for Journal Reflections will be provided.

Case Studies
There are five case studies throughout the term that cover corresponding HR concepts & competencies. Case study groups are assigned first class. Case study groups are required to meet, discuss and prepare for five cases throughout the term. Assessment is based on Rubric for Case Study Group Responses & Participation

Projects/Assignments – Five individual assignments will be assigned throughout the

term.

Final Project - Entrepreneurial HR Strategic Project – Create a detailed HR Business Plan for a new venture or business that you are familiar with but want to improve. This Final Project will build upon the Assignments that you have completed all term. You will incorporate your feedback and recommendations from peers and your instructor to produce a final HR Strategic Plan that incorporates six of the HR competency areas that you have learned throughout the term. The final project will demonstrate strategic thinking within the HR competencies covered in the course.

Moodle – Online Component – Articles, Videos and Forums for Discussion.

EVALUATION:

Assignments	25
Case Studies	25
Reflection Journal	15
Final Project	35
Total	**100%**

REQUIRED TEXTBOOKS AND MATERIAL
Case Booklet to be purchased Online from Ivey Publishing, Ivey Business School

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

TOPIC OUTLINE

Date	Topic	Assignment A = Assignment CS= Case Study FP = Final Project	Reading
Week 1	Introduction to Course & HR Professional Practice • What is HR? • HR Profession • Introduction to Case Studies • Assignments and Final Project • Intro mini Class Case		
Week 2	Workplace Culture • What is culture? • Engagement • Motivation • Leadership	A= Assignment #1	

Week 3	HR Strategy • Mission, Vision, Goals • SWOT & Assessment tools • Strategic Planning • Understanding Business Planning cycles	CS = Case #1 Handout A= Assignment #1 Due	
Week 4	HR Strategy continued • Recruitment • Retention • Job Descriptions	CS = Case #1 Analysis A = Assignment #2	
Week 5	Onboarding vs Orientation	A= Assignment #2 Due A = Onboarding Assignment #3	
Week 6	Total Rewards	CS = Case #2 A = Assignment #3 Due A = Assignment #4	
Week 7	Health, Wellness & Safe Workplace	CS = Case #2 Analysis	
Week 8	Learning & Development	A = Assignment #4 Due	
Week 9	Workforce & Talent Management	CS = Case #3	
Week 10	HR Metrics • Reporting Risk • Risk Management	CS = Case #3 Analysis A = Assignment #5	
Week 11	Diversity & Inclusion • Theories • Understanding Change • Stages of Change	A = Assignment #5 Due CS = Case #4 – FP =Final Project – Assignment	

Week 12	Bringing it all Together • Strategic HRM • Leadership • Conflict Management	CS = Case #4 Analysis CS = Case #5 FP =Final Project – Assignment Feedback	
Week 13	Case Study Review • Mini Case Practice Session • Course Review • Case Review • Final Project Edit & Review	CS = Case #5 Analysis FP = Final Project Feedback Session #2	