



## UNIVERSITI TEKNOLOGI MARA

### SMG451: HUMAN RESOURCE MANAGEMENT IN SPORT AND RECREATION

<b>Course Name (English)</b>	HUMAN RESOURCE MANAGEMENT IN SPORT AND RECREATION <b>APPROVED</b>
<b>Course Code</b>	SMG451
<b>MQF Credit</b>	3
<b>Course Description</b>	This course introduces the principles and practices of human resources management within an organization. It encompasses a comprehensive set of functions such as human resources planning, job analysis, the process of recruitment, screening, training, designing performance appraisals and compensation system. It also examines the human resources aspects of the Industrial Relations Acts 1967, and the Sport Development Acts 1997 and their relationship to sport and recreation organization.
<b>Transferable Skills</b>	Leadership skills Decision making skills Critical Thinking Skills Communication skills
<b>Teaching Methodologies</b>	Lectures, Blended Learning, Field Trip, Case Study, Presentation
<b>CLO</b>	CLO1 Discuss the current practices and issues in managing human resources in Sport and Recreation organization. CLO2 Demonstrate the social skills and responsibility towards managing the human resources in Sport and Recreation organization in various current environments. CLO3 Analyze the pertinent roles of HRM personnel in affecting productivity within Sport and Recreation organization.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Overview and Introduction</b> 1.1) Definition of human resource management. 1.2) Historical development. 1.3) Challenges of human resources management in new millennium. 1.4) Role and functions of human resources department 1.5) Application to sport and recreation industry	
<b>2. Planning for organizations: Jobs and people</b> 2.1) What is human resource planning? 2.2) Forecasting the demand of labour. 2.3) Internal supply of labour. 2.4) External supply of labour.	
<b>3. Job analysis and design</b> 3.1) What is meant by job analysis and design? 3.2) Understand the uses of job analysis. 3.3) Describe the content and format of a job description and job specifications. 3.4) Discuss the collection of job analysis data. 3.5) Explain the major job analysis technique. 3.6) Understand the major methods of job design.	
<b>4. Work Procedures</b> 4.1) Work rules and schedules. 4.2) Violations of work rules. 4.3) Discipline. 4.4) Workday and workweek.	

<p><b>5. Recruitment and selection</b>  5.1) Preparation of job description and job specification.  5.2) Attraction of candidates.  5.3) Selection methods.</p>
<p><b>6. Orientation and career management</b>  6.1) Introduction programme.  6.2) Purpose of induction.  6.3) Content of an induction programme.</p>
<p><b>7. Developing human resource</b>  7.1) Definition training and development  7.2) The five steps training and development process  7.3) Analyzing training needs  7.4) Training and development method</p>
<p><b>8. Performance appraisal (PA) and reward system</b>  8.1) Introduction.  8.2) Reasons of having PA.  8.3) Evaluation of PA methods.  8.4) Features of an effective PA system.  8.5) Causes of biases in PA system.  8.6) Steps to limit the effects of biases in PA system.</p>
<p><b>9. Maintaining human resources</b>  9.1) Introduction.  9.2) Benefits of employee welfare.  9.3) Principles of employee welfare service.  9.4) Types of employee welfare service.  9.5) Agencies of employee welfare.  9.6) Labour relations.  9.7) Employee benefits.  9.8) Health and safety.</p>
<p><b>10. Labour Relations and Collective Bargaining</b>  10.1) Labour Acts 1967.  10.2) Law of Malaysia (Act 576).  10.3) Sports Development Act (1997).</p>
<p><b>11. Academic visits</b>  11.1) Organizing  11.2) Report Writing</p>

Assessment Breakdown	%
Continuous Assessment	50.00%
Final Assessment	50.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Individual Assignment	15%	CLO1
	Assignment	Test	15%	CLO3
	Assignment	Group presentation	20%	CLO2

Reading List	Recommended Text
	<ul style="list-style-type: none"> <li>• R. Wayne Mondy, Judy Bandy Mondy 2013, <i>Human Resource Management</i>, Prentice Hall [ISBN: 9780133043549]</li> <li>• R. Wayne Mondy, Judy Bandy Mondy 2013, <i>Human Resource Management</i>, Prentice Hall [ISBN: 9780133043549]</li> </ul>

Article/Paper List	This Course does not have any article/paper resources

Other References	
	<ul style="list-style-type: none"> <li>• Book Chelladurai, P 2006, <i>Human Resources Management in Sport and Recreation</i>, Human Kinetics, Champaign, Illinois</li> <li>• Book Dessler, Gary 2008, <i>Human Resource Management. 11th Edition</i>, Pearson Education, New Jersey</li> <li>• Book Maimunah, A 2011, <i>Human Resource Management: Principles &amp; Practices.</i>, Oxford Fajar, Malaysia</li> <li>• Book Ghee, S. L., Mathis, R. L., Jackson, J. H. 2010, <i>Human Resource Management: An Asia Edition</i>, Cengage Learning, Singapore</li> <li>• Book Tan, C. H. &amp; Dessler, Gary 2009, <i>Human Resource Management: An Asian Perspective. 2nd Edition</i>, Pearson Prentice Hall, Singapore; Hongkon</li> </ul>