

Disney Human Resource Management Course

Contact: College Program Education
Suite #703, Vista Way
P.O. Box 10000
Lake Buena Vista, FL 32830

Tel: (407) 827-1244
Fax: (407) 560-8899

THE DISNEY HUMAN RESOURCE MANAGEMENT COURSE FOCUS

(44 contact hours)

Credit Recommendation: In the upper-division baccalaureate degree category, three semester hours in human resource management. (5/17)

The Disney Human Resource Management Course explores the human resource management function in a corporate setting and focuses on the development of knowledge and skills that all managers and leaders need. The course will focus on such subjects as the selection process, employment law, labor relations, compensation, performance development, corporate training and maintaining effective environments. The classes are designed to familiarize participants with current human resource practices and laws that apply to their careers, regardless of their field. Class content is delivered through lectures, group discussion, learning activities, and case studies.

THE DISNEY HUMAN RESOURCE MANAGEMENT COURSE OBJECTIVES

- Examine and Critique current people management laws, practices, ethics, and globalization in the areas of the selection process, employment law, labor relations, compensation, performance development, corporate training, and maintaining effective environments.
- Demonstrate the guidelines and processes around conducting effective recruiting.
- Outline current laws impacting human resource compliance, employment, and labor relations.
- Discuss theory and practice of compensation, employee benefits, performance development, and retention.
- Compare and Contrast learning theories as they apply to effective corporate training techniques.
- Assess the impact of effective environments and techniques on maintaining healthy working atmosphere.
- Apply human resource skills to complete case study assignments and participation in class discussions.

THE DISNEY HUMAN RESOURCE MANAGEMENT COURSE REQUIREMENTS

ATTENDANCE:

Attendance is required for all of **The Disney Human Resource Management Course** classes. This is an interactive course that requires each participant's involvement. All students will be allowed two absences with or without excuse (student does *not* need to call instructor), however any absences will affect the participant's final grade. On the third absence **the student will automatically be dropped from the course.**

REQUIRED READINGS AND MATERIALS:

DeCenzo, D., Robbins, S. P. and Verhulst, S. (2013). *Fundamentals of Human Resource Management*. (11th ed.). New York: John Wiley and Sons, Inc. (ISBN 978-0-470-91012-2)

COURSE ACTIVITIES AND ASSIGNMENTS:

The primary focus of this course is for students to learn through assignments and experiences. To validate these learnings, students are required to complete several assignments and papers.

GRADING POLICY

Research Two Multinational Companies.....	05%
In-Class Case Studies (2).....	20%
Article Reviews (2).....	20%
Quizzes (2).....	10%
Mid Term Exam.....	10%
Class Participation.....	10%
Final Presentation.....	15%
Attendance.....	10%

The Disney Human Resource Management Course is a pass / fail course. In order to earn a passing grade, you must receive an overall score of 70%.

Class Meeting	Learning Objectives	Assignments to be Completed Prior to Class
1. Fundamentals of HR Management (4 hours)	<ul style="list-style-type: none"> • Analyze the importance of HRM to an organization. • Research and explore the components and major activities of the four functions of HRM: <ul style="list-style-type: none"> • Staffing • Training and Development • Motivation • Maintenance • Compare and contrast the past and present state of HRM in relation to the <i>dynamic environment</i> in key areas impacting businesses. Focus on how these changes affect human resource management today: <ul style="list-style-type: none"> • Technology • Workforce diversity • Skill requirements 	Read DeCenzo et al, <ul style="list-style-type: none"> • Chapter 1: The Dynamic Environment of HRM (pp. 2-24) • Chapter 2: Functions and Strategy (pp. 28-51)
2. Ethics in HRM (4 hours)	<ul style="list-style-type: none"> • Define “ethics” and effective “codes of ethics” • Discuss the importance of HRM in ensuring ethics exist and are adhered to • Examine guidelines for making ethical choices • Evaluate ethical behavior in various scenarios • Compare and contrast approaches and impact of corporate social responsibility 	Read DeCenzo et al, <ul style="list-style-type: none"> • Chapter 1: Dynamic Environment of HRM (pp. 2-24) • Chapter 2: Functions and Strategy (pp. 28-51) • Two multinational companies assignment due by class start
3. The Legal Context of Employee Discrimination (4 hours)	<ul style="list-style-type: none"> • Identify groups protected under the Civil Rights Act of 1964, Title VII • Examine the importance of the Equal Employment Opportunities Act of 1972 • Assess the impacts of the Americans with Disabilities Act of 1990 	Read DeCenzo et al, <ul style="list-style-type: none"> • Chapter 3: Equal Employment Opportunity (pp. 56-86) • In-class case study #1

Class Meeting	Learning Objectives	Assignments to be Completed Prior to Class
	<ul style="list-style-type: none"> Specify the HRM importance of the Griggs v. Duke Power case Explain the coverage of the Family Medical Leave Act of 1993 Evaluate methods of determining if EEO concerns have merit Differentiate methods by which a business can protect itself from discrimination charges Focus on the impact, identification, and prevention of sexual harassmentEvaluate scenarios for lawfulness related to EEO through case-studies 	
4. The Legal Context of Employee Rights (4 hours)	<ul style="list-style-type: none"> Analyze the Human Resource Management impacts of several critical laws impacting the workplace Discuss the implications of and exceptions to the employment-at-will doctrine Evaluate the impact of social media on the workplace Assess best approaches to discipline, and explore HRM's role in the process 	Read DeCenzo et al, <ul style="list-style-type: none"> Chapter 4: Employee Rights and Discipline (pp. 90-114) Online Quiz – due by class start
5. Staffing, Recruiting, and Selection (4 hours)	<ul style="list-style-type: none"> Explain a job analysis Outline the principals of recruiting Determine the principal sources involved in recruiting employees Describe the selection process Assess the processes and problems associated with job interviews demonstrate the use of various types of interview questions Examine the global impacts on staffing/selection processes 	Read DeCenzo et al, <ul style="list-style-type: none"> Chapter 5: Human Resource Planning and Job Analysis (pp. 118-137) Chapter 6: Recruiting (pp. 140-158) Chapter 7: Foundations of Selection (pp. 162-188) Article Review # 1 – due by class start
6. Training and Development (4 hours)	<ul style="list-style-type: none"> Outline the process of socializing new employees Contrast the three stages of employee socialization Assess the importance of training to the successful operation of a business Determine the role of organizational development in helping an organization deal with change. Differentiate the methods and criteria involved in evaluating training programs Create a training plan based on individual job description Identify tools and resources to manage careersIdentify five traditional stages of careers 	Read DeCenzo et al, <ul style="list-style-type: none"> Chapter 8: Socializing, Orienting, and Developing Employees (pp. 192-216) Chapter 9: Managing Careers (pp. 220-238) Online Quiz – due by class start
7. Establishing Performance Management (4 hours)	<ul style="list-style-type: none"> Identify purposes/impacts/difficulties of performance management systems, and who is served by them Explain the steps in the appraisal process Differentiate between the absolute and relative methods of appraising employees Summarize the elements of management by objectives (MBO) Assess ways to make performance management systems more effective 	Read DeCenzo et al, <ul style="list-style-type: none"> Chapter 10: Establishing the Performance Management System (pp. 242-269) In-class case study #2
8. Benefits & Rewards (4 hours)	<ul style="list-style-type: none"> Identify various classifications for rewards Define goals of compensation administration 	Read DeCenzo et al, <ul style="list-style-type: none"> Chapter 11: Establishing

Class Meeting	Learning Objectives	Assignments to be Completed Prior to Class
	<ul style="list-style-type: none"> • Evaluate various job evaluations and approaches • Compare competency and team-based compensation programs • Assess the importance of employers offering benefits to their employees • Compare and contrast Social Security unemployment compensation and workers' compensation benefits • Identify and describe insurance options • Discuss system for expatriate compensation 	Rewards and Pay Plans (pp. 274-296) <ul style="list-style-type: none"> • Chapter 12: Employee Benefits (pp. 300-326) • Mid-Term Exam – In class
9. Safety & Health (4 hours)	<ul style="list-style-type: none"> • Assess the impact of key components of the Occupational Safety and Health Administration (OSHA) to organizational health. • Compare and contrast job safety programs that keep Company costs down and ensure a safe environment: • Propose a plan by which an organization can create a healthy worksite • Assess major causes of stress and burnout and proscribe methods of addressing 	Read DeCenzo & Robbins <ul style="list-style-type: none"> • Chapter 13: Ensuring a Safe and Healthy Work Environment (pp. 330-355) • Article Review #2 – due by class start
10. Labor Relations (4 hours)	<ul style="list-style-type: none"> • Assess the purpose and value of unions in today's workforce • Discuss the effect of Wagner and Taft-Hartley Acts on labor management relations • Describe the impact of the failure to reach agreement in collective bargaining • Describe the process and role of a grievance procedure • Assess the impact of a failure to reach agreement in collective bargaining 	Read DeCenzo & Robbins: <ul style="list-style-type: none"> • Chapter 14: Understanding Labor Relations and Collective Bargaining (pp. 358-380) • Outline for group presentation – due by class start
11. Final Presentations and Conclusion (4 hours)	<ul style="list-style-type: none"> • Assess learning through group presentations on various companies and their approaches to HRM • Final discussion and course conclusion 	<ul style="list-style-type: none"> • Develop and prepare for presentation