Disney Human Resource Management Course

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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:

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%.

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| 1. Fundamentals of HR Management (4 hours) | - Analyze the importance of HRM to an organization.  
- Research and explore the components and major activities of the four functions of HRM:  
  - Staffing  
  - Training and Development  
  - Motivation  
  - Maintenance  
- Compare and contrast the past and present state of HRM in relation to the dynamic environment in key areas impacting businesses. Focus on how these changes affect human resource management today:  
  - Technology  
  - Workforce diversity  
  - Skill requirements | Read DeCenzo et al,  
- Chapter 1: The Dynamic Environment of HRM (pp. 2-24)  
- Chapter 2: Functions and Strategy (pp. 28-51) |
| 2. Ethics in HRM (4 hours) | - 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,  
- 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) | - 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,  
- Chapter 3: Equal Employment Opportunity (pp. 56-86)  
- In-class case study #1 |
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|                                                   | • 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 harassment  
|                                                   | • Evaluate scenarios for lawfulness related to EEO through case-studies                                                                                                                                                  | Read DeCenzo et al,  
|                                                   | • Chapter 4: Employee Rights and Discipline (pp. 90-114)  
|                                                   | • Online Quiz – due by class start                                                                                                                                                                                     |
| 4. The Legal Context of Employee Rights (4 hours) | • 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,  
|                                                   | • 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                                                                                                                                                                                |
| 5. Staffing, Recruiting, and Selection (4 hours)  | • 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,  
|                                                   | • Chapter 8: Socializing, Orienting, and Developing Employees (pp. 192-216)  
|                                                   | • Chapter 9: Managing Careers (pp. 220-238)  
|                                                   | • Online Quiz – due by class start                                                                                                                                                                                     |
| 6. Training and Development (4 hours)             | • 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 careers  
|                                                   | • Identify five traditional stages of careers                                                                                                                                                                            | Read DeCenzo et al,  
|                                                   | • Chapter 10: Establishing the Performance Management System (pp. 242-269)  
|                                                   | • In-class case study #2                                                                                                                                                                                                |
| 7. Establishing Performance Management (4 hours)  | • 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,  
|                                                   | • Chapter 10: Establishing the Performance Management System (pp. 242-269)  
|                                                   | • In-class case study #2                                                                                                                                                                                                |
| 8. Benefits & Rewards (4 hours)                   | • Identify various classifications for rewards  
|                                                   | • Define goals of compensation administration                                                                                                                                                                           | Read DeCenzo et al,  
<p>|                                                   | • Chapter 11: Establishing                                                                                                                                                                                               |</p>
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<td>• Evaluate various job evaluations and approaches</td>
<td>Rewards and Pay Plans (pp. 274-296)</td>
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<td>• Compare competency and team-based compensation programs</td>
<td>• Chapter 12: Employee Benefits (pp. 300-326)</td>
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<td>• Assess the importance of employers offering benefits to their employees</td>
<td>• Mid-Term Exam – In class</td>
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<td>• Compare and contrast Social Security unemployment compensation and workers’ compensation benefits</td>
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<td>• Identify and describe insurance options</td>
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<td>• Discuss system for expatriate compensation</td>
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<td>9. Safety &amp; Health (4 hours)</td>
<td>• Assess the impact of key components of the Occupational Safety and Health Administration (OSHA) to organizational health.</td>
<td>Read DeCenzo &amp; Robbins</td>
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<td>• Compare and contrast job safety programs that keep Company costs down and ensure a safe environment:</td>
<td>• Chapter 13: Ensuring a Safe and Healthy Work Environment (pp. 330-355)</td>
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<td>• Propose a plan by which an organization can create a healthy worksite</td>
<td>• Article Review #2 – due by class start</td>
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<td>• Assess major causes of stress and burnout and proscribe methods of addressing</td>
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<td>10. Labor Relations (4 hours)</td>
<td>• Assess the purpose and value of unions in today’s workforce</td>
<td>Read DeCenzo &amp; Robbins</td>
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<td>• Discuss the effect of Wagner and Taft-Hartley Acts on labor management relations</td>
<td>• Chapter 14: Understanding Labor Relations and Collective Bargaining (pp. 358-380)</td>
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<td>• Describe the impact of the failure to reach agreement in collective bargaining</td>
<td>• Outline for group presentation – due by class start</td>
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<td>• Describe the process and role of a grievance procedure</td>
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<td>• Assess the impact of a failure to reach agreement in collective bargaining</td>
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<td>11. Final Presentations</td>
<td>• Assess learning through group presentations on various companies and their approaches to HRM</td>
<td>• Develop and prepare for presentation</td>
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<td>and Conclusion (4 hours)</td>
<td>• Final discussion and course conclusion</td>
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