

HUMAN RESOURCE MANAGEMENT

MODULE 2:

Tutorials 1 & 2

Lecturer: John Muscat Drago

Date: 10th December 2025



**Undergraduate Diploma in
Business Administration**

Learning Outcomes

- Sit for the second session of the Self-Assessment
- Go through and discuss the correct answers of the Self-Assessment
- Discuss the contents of the presentation being prepared for the Group Presentation
- Discuss the Group Presentation being prepared



Self assessment (2nd round)



30"



Self-assessment answers



1 - What is the primary role of Human Resource Management (HRM)?

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- C. Overseeing product development
- D. Regulating market trends



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6 - Which of the following is a key element of the selection process?

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- B. Physical, mental, and emotional health of employees
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- B. Herzberg's Two-Factor Theory
- C. Vroom's Expectancy Theory
- D. McGregor's Theory X



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- A. Offering no recognition for performance
- B. Encouraging open communication and recognising achievements
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Group Presentation

Pass Mark - 50%

Presentation Weighting: 20%



Marks allocation

(0 to 5 marks on each)

- Presentation etiquette
- Citations
- Appearance
- Sequencing of information
- Use of graphics
- Timing
- Preparedness
- Questions
- Content



GROUP 1

Akshya Singh
Mayank Dhiman
Sajan Rijal
Aashika Khatiwoda
Ajaya Ghimire
Kumar Shubham

GROUP 2

Kanishak
Sagar Verma
Muhammad Ahmed Chorahi
Anmol Dharwal
Vishal Singh Charak
Ayush KC

GROUP 3

Abdullah Al Tajowar
Aniket Choudhary
Saiteja Palubai
MD Showrav
MD Kamrul Islam
Yogesh Bhattarai

GROUP 4

Abdul Raheem Khan
Ganga Kumari Khatri
Nitisha Kandel
Jayan Dhanaha Magar
Bishal Gopal Dhaubhadel
Binod Kumar Chaudhary

GROUP 5

Ibrahim Tariq
Abhinas Dawadi
Sameer Gurung
Muhammad Umar
Amar Shaheer Ali
Dipendra Neupane

GROUP 6

Anas Mehmood
Trishna Shahi
Jasmeen Kaur
Binisha Thapa
Sujatam Prajapati
Suman Kumar Basnet

GROUP 7

Deepak Kumar
Hiralal Sunar
Jharana Rana Magar
Lebogang Kando Boiditswe
Gurdeep Kaur Mann
Umair Hassan

GROUP 8

Kame Bahadur Roka
Nirmal Rayamajhi
Amrita Pahadi
Dhawa Lajum Gurung
Aayush Dham
Rabina Nepali i

Discuss contents of group presentation

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Group Presentation Question

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Designing an HR Management System

Design a Human Resource Management System for a medium-sized company (e.g., retail, restaurant, hotel, supermarket, manufacturing or other). Your presentation should demonstrate the detailed steps you will take to attract and select talent, what training and development programmes you will deliver and explaining how this will support growth of the company, how performance and rewards will be managed, as well as what and how wellbeing and communication practices will sustain employee engagement. Justify your choices with HR principles learned in the HR module.

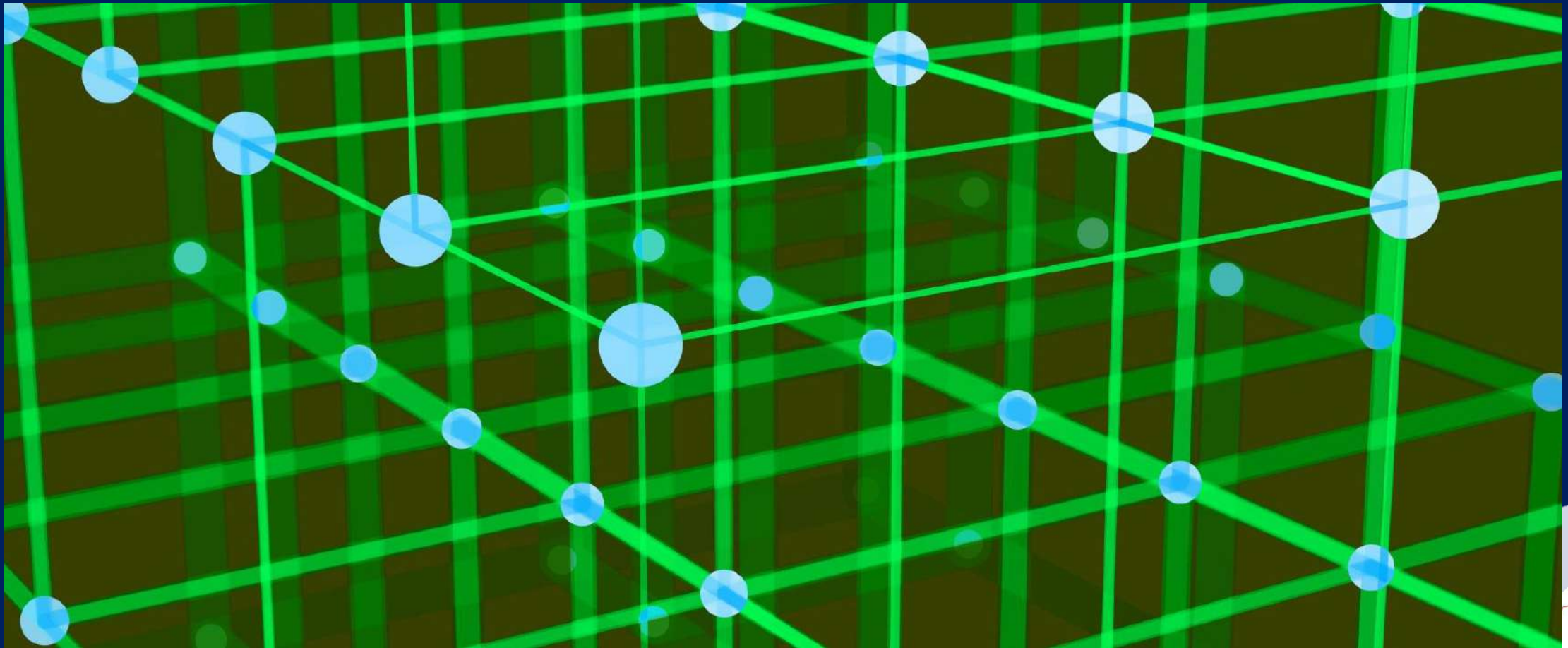
Your presentation should clearly show how the different HR functions you studied connect and support one another.. You are expected to:

- **Describe the organisation's structure (organisational design)** and explain how it supports the business strategy.
- **Explain how you would attract, recruit, and select employees**, including tools and criteria you would use.
- **Outline a training and development plan** that ensures employees have the right skills, both initially and as they grow.
- **Describe a fair and effective performance management system**, including how performance will be measured and reviewed.
- **Propose a reward management system**, covering both financial and non-financial rewards, aligned with performance.
- **Include an employee wellbeing and communication strategy** that promotes engagement and a positive workplace culture.

Justify your design choices by linking them to HR theories and good practices discussed in your coursework.



Outline and structure of presentation



Introduction to the Organisation

- Identify the type and nature of company.
- Strategy of company e.g. focuses on excellent customer service / efficient operations.
- Type of organisational structure proposed and organisation chart
- Explain reasons for such a structure
- HR principle / theory



Talent Attraction, Recruitment and Selection

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Recruitment

- Talent Attraction Strategy
- Methods to be used to attract e.g. job postings
- Justification for recruitment method/s used
- Job descriptions & job specifications developed
- HR principle / theory

Selection

- Application screening methods
- Selection Criteria for assessment
- HR principle / theory



Training and Development Plan

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- Induction Training
- On-the-Job Training
- Ongoing Development Programmes
- How this supports company growth
- HR principle / theory



Performance Management System

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- Type of performance management system (e.g ongoing cycle)
- Performance Measurement Tools e.g. KPIs, SMART objectives etc
- Performance Review Process
- HR principle / theory



Reward Management System

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- Financial Rewards
- Non-Financial Rewards
- Justification
- HR principle / theory



Employee Wellbeing and Communication Strategy

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- Mental, physical, and social wellbeing to maintain engagement.
- Wellbeing Practices
- Communication Practices
- How this supports engagement
- HR principle / theory



Integrating All HR Functions

- How each of the HR areas are lined and support each other
- Organisational structure
- Recruitment and selection
- Performance management
- Rewards management
- Wellbeing and communication



Integrating All HR Functions

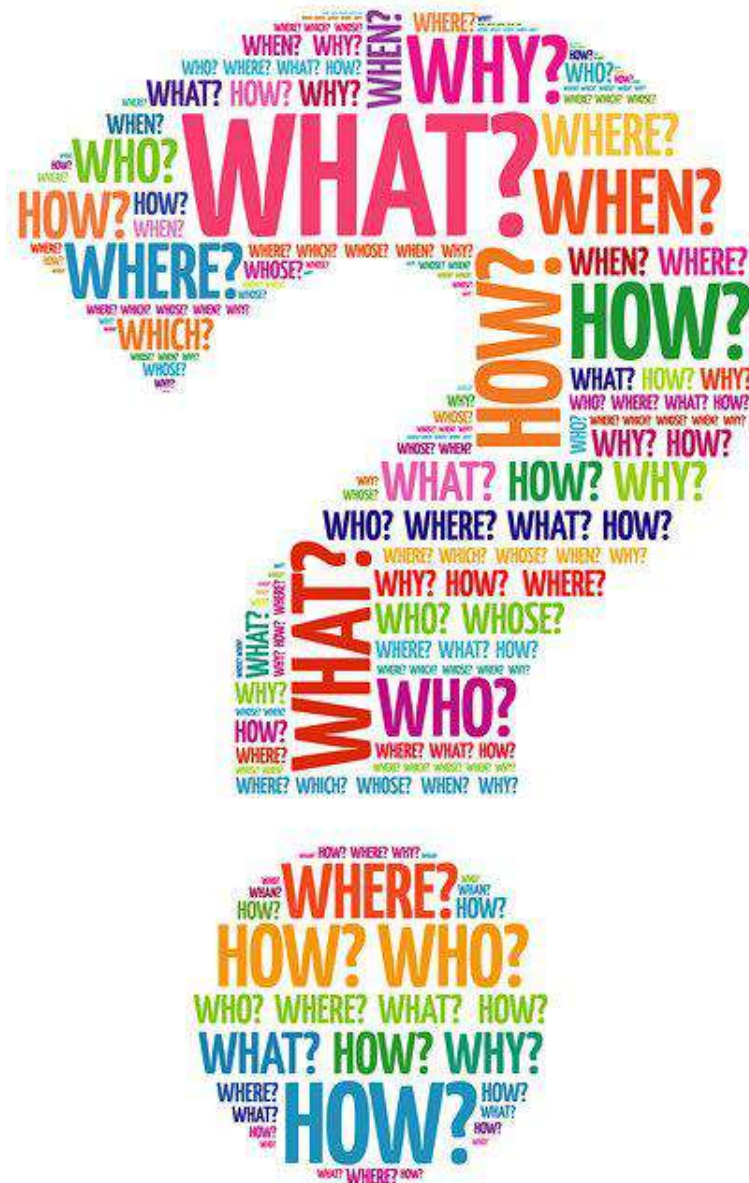
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- Wellbeing and communication



Conclusion

- Good HR practices based on theoretical foundations to support a medium-sized supermarket's strategy.
- Impact of chosen methods on success of organisation chosen





Steps to take

- Step 1:** Allocate tasks among the group members (appoint a Leader, a Timekeeper and an Editor)
- Step 2:** Each member to do the research and prepare 3 to 4 slides (covering the different key points – keep in mind the **What? Why? How?**)
- Step 3:** Agree on timelines for completion of tasks (11 – 18 December)
- Step 4:** Each member to send own section (**COMPLETE WITH TEXT and GRAPHICS**) to Editor
- Step 5:** Editor to compile into one PPT document
- Step 6:** Editor to send the complete PPT to team for review
- Step 7:** Group to meet, make final changes and prepare for presentation

Recommended Timetable

10 Dec:	Allocation of tasks and appointment of Leader, Timekeeper and Editor
11–14 Dec:	Work and completion of own sections
14 Dec:	Each team member to send own sections to Editor
15 Dec:	Editor to compile into one PPT document and send to team
16 Dec:	All team members to review presentation
17–18 Dec	Team to meet, amend presentation and do a <i>rehearsal</i> of presentation (including timing)
19 Dec	Submit presentation to 21Academy



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