

Syllabus

Panjab University

Human Resource Planning and Performance Management BBA, (6th Semester)

Objectives : *The objective of this course is to help the students gain conceptual understanding of Human resource planning and performance management within an organization.*

Unit – I

Human Resource Planning : Meaning, Features, Factors affecting HRP, Objectives, importance, types.

Human resource planning process : HRP Process, techniques of demand and supply forecasting, Problems in HRP and suggestions to effective HRP.

Career Planning and Development : Meaning, objectives, individual career planning, elements of career management programme, career stages, benefits and limitations.

Succession Planning : importance, challenges, components and suggestions.

Unit – II

Performance Management : Meaning, pre-requisites, principles, objectives, process, challenges, Performance appraisal and performance management.

Performance Planning : Features, objectives, goal setting, expectancy theory, competency mapping.

Performance Appraisal : Objectives, methods, limitations, potential appraisal.

Ethics in Performance Management : Ethical issues and dilemmas.