



School of Business and Leadership  
**LEAD 272**  
**Human Resources Management**  
Term: Fall 2023  
Number of Credits: 3.0

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## Course Outline

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**INSTRUCTOR:** Rita Koeller

**E-MAIL:** [rkoeller@yukonu.ca](mailto:rkoeller@yukonu.ca)

**Office Hours:** Please Email for an Appointment

**Class Dates:** Fridays, Starting September 8<sup>th</sup> - December 1st

**Class Times:** 9:00 – 11:50pm

**Classroom:** A2402: Combination of In Person and Zoom Classes

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### COURSE DESCRIPTION

This interactive course is of importance to those interested in the field of human resources, those interested in the functional areas of an organization and those looking to build and develop their knowledge and skills to effectively lead people. Students will be introduced to the key functions of the human resources field and their role in supporting organizational strategy. Topics include human resources management and its growing professionalism, recruitment and selection, conflict and change management, employee relations, onboarding and mentorship, total rewards, total health and wellness, workforce planning and mobility, diversity and inclusion learning and employee development, performance management and human resource technology and analytics.

Overall, you will gain an understanding of why effective human resources practices are essential to the success of an organization. Communication and professional skill building will be emphasized.

### COURSE REQUIREMENTS

Prerequisite(s): None.

Corequisite(s): LEAD 272 is equivalent to BUS 281.

### EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

### LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Describe the role that human resources functions play in helping support and shape organizational strategy.
- Identify external and internal factors influencing organizational strategies and the benefits of aligning HR with strategy.
- Communicate knowledge of various HR topics: including conflict, leadership styles, organizational

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culture, engagement, negotiation, employee wellness, strategic HRM.

- Describe the importance of workplace communications and impacts on organizational development and workplace culture.
- Discuss why the HR Professional is an important business partner.
- Engage in a variety of leadership and communication skills to enhance communication skills, case study analysis, resolve conflict, gaining alignment and practicing difficult conversations.
- Employ self-awareness, effective communication skills, and strategies to gain alignment and empower others.
- Model the professional conduct required of human resource managers across a variety of circumstances in a multi-nations context.

## **COURSE FORMAT**

This course is offered in person and online, in a blended format. Course content will be primarily driven through in-person classroom learning, interaction and participation. Human Resources management concepts and learning will be demonstrated and applied through case studies, role plays, simulations, small group and whole group discussions and presentations. Attendance and full participation are equally essential for students to fully benefit from the learning process. Your experience learning depends on personal participation and involvement and being supportive of others. Sharing perceptions, experiences and ideas with others is central to the learning.

You will be expected to attend class, to have thought about the material and any assigned readings, and to contribute to the class by actively participating in role plays, case studies, discussions and simulations. Students are responsible for reviewing modules on their own ahead of scheduled online class times. Modules, which may include readings, recordings, videos will be posted on YukonU's Learning Management System (Moodle).

Students will work individually and in groups to complete written and oral course work. Students are encouraged to use the resources provided in class as tools to support their course work. The instructor will aim to keep the course material interactive and varied.

Email and frequent internet access are an important part of this course. The instructor will communicate through email and Yukon College's Learning Management System (Moodle). Using online tools and resources is a required part of this course.

## **Weekly breakdown of instructional hours**

This course includes 3 hours of Instructional Hours per week. It is expected that this course will require an estimated additional 4-6 hours/week of homework, online learning activities, modules, forums and discussions additional reading and group work.

## Delivery format

This course will be delivered primarily in an in-person format. However, this class will utilize Zoom when applicable for group work, presentations, and scenario work. Students will be required to attend face-to-face sessions on-campus and complete an assortment of synchronous and asynchronous online activities.

## EVALUATION

Assignments	55%
Final Project	25%
Class Professionalism	20%
<b>Total</b>	<b>100%</b>

### Assignments

Students are responsible for six assignments in this course. Information about the assignments is found on the Topic Outline. Late assignments will have a 10% deducted for each day they are late, to a maximum of 50%. As the interviews and case study discussions can only be evaluated in class, missing your interviews, or cases will result in a failing grade as those simulations are entirely class and date dependent.

### Final Project

There will be a final project. It will cover material presented in class, simulations, case studies and presentations and require your own strategic analysis, report and presentation

### Class Professionalism

Success in this course requires active, positive and professional engagement in class activities, online and in discussions to reflect thoughtful consideration of course material. Students are responsible for keeping a journal to keep track of their day-to-day engagements, learnings and professionalism throughout the semester.

## COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates. **September 15<sup>th</sup>** is the last day to add or change courses. **November 2<sup>nd</sup>** is the last day to withdraw or change to audit from credit courses without academic penalty.

## TEXTBOOKS & LEARNING MATERIALS

There is no textbook to purchase for this course.

There is a Case Study Booklet to be purchased by each student online from Ivey Publishing, Ivey Business School. This link will be provided during the first few weeks. Additional readings will be provided in class/online.

Access to a computer and word processing software and reliable internet connection is required. As a Yukon University student, you have access to Office 365. Please see the IT help page for instructions on how to access Office 365 and download Word on your personal device.

## **ACADEMIC INTEGRITY**

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## **TOPIC OUTLINE**

Please see Course Assessment Package.