

Module Title: Human Resource Management and Supervision**Module Code: B1188****Level: BAIHTM – 3rd Semester...Lesson Plan**

S. No.	Units	Topics / Activities
1	Introduction to Human Resource Management (HRM)	• Meaning and Scope of HRM • Role of HR in Hospitality Organizations • Functions of HR Department
2	HR Planning and Job Analysis	• Human Resource Planning • Manpower Forecasting • Job Analysis • Job Description and Job Specification
3	Need Analysis and Recruitment	• Need Analysis • Recruitment Sources • Recruitment Methods in Hospitality
4	Selection Process and Onboarding	• Selection Process Steps • Interview Methods • Selection Tools • Onboarding Process
5	Orientation and Training & Development	• Employee Orientation • Training Needs Identification • Types of Training • Development Programs
6	Performance Appraisal and Motivation	• Performance Appraisal Methods • Purpose of Appraisal • Motivation Concepts • Motivation Techniques
7	Compensation and Benefits	• Wage and Salary Administration • Incentives and Benefits • Compensation Structure
8	Employee Relations and Turnover	• Employee Relations • Causes of Employee Turnover • Retention Strategies

9	Health, Safety and Employee Welfare	• Workplace Health and Safety • Employee Welfare Measures • Safety Practices in Hospitality
10	Workforce Diversity and Inclusion	• Meaning of Diversity • Inclusive Workplace Practices • Managing Diverse Workforce
11	Workplace Harassment and Professional Boundaries	• Types of Workplace Harassment • Professional Conduct • Ethical Workplace Behavior
12	Maintaining Workforce Discipline	• Meaning of Discipline • Disciplinary Procedures • Code of Conduct