

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

S. No.	Units	Topics / Activities
1	Introduction to Human Resource Management (HRM)	<ul style="list-style-type: none">• Meaning and Scope of HRM• Role of HR in Hospitality Organizations• Functions of HR Department
2	HR Planning and Job Analysis	<ul style="list-style-type: none">• Human Resource Planning• Manpower Forecasting• Job Analysis• Job Description and Job Specification
3	Need Analysis and Recruitment	<ul style="list-style-type: none">• Need Analysis• Recruitment Sources• Recruitment Methods in Hospitality
4	Selection Process and Onboarding	<ul style="list-style-type: none">• Selection Process Steps• Interview Methods• Selection Tools• Onboarding Process
5	Orientation and Training & Development	<ul style="list-style-type: none">• Employee Orientation• Training Needs Identification• Types of Training• Development Programs
6	Performance Appraisal and Motivation	<ul style="list-style-type: none">• Performance Appraisal Methods• Purpose of Appraisal• Motivation Concepts• Motivation Techniques
7	Compensation and Benefits	<ul style="list-style-type: none">• Wage and Salary Administration• Incentives and Benefits• Compensation Structure
8	Employee Relations and Turnover	<ul style="list-style-type: none">• Employee Relations• Causes of Employee Turnover• Retention Strategies

9	Health, Safety and Employee Welfare	<ul style="list-style-type: none"> • Workplace Health and Safety • Employee Welfare Measures • Safety Practices in Hospitality
10	Workforce Diversity and Inclusion	<ul style="list-style-type: none"> • Meaning of Diversity • Inclusive Workplace Practices • Managing Diverse Workforce
11	Workplace Harassment and Professional Boundaries	<ul style="list-style-type: none"> • Types of Workplace Harassment • Professional Conduct • Ethical Workplace Behavior
12	Maintaining Workforce Discipline	<ul style="list-style-type: none"> • Meaning of Discipline • Disciplinary Procedures • Code of Conduct