

	<b>School of Business &amp; Leadership</b>
	<b>HR 400 (LEAD 400)</b> <b>Strategic Human Resources Competencies</b>
	<b>Term: Winter 2024-02</b> <b>Number of Credits: 3.0</b>
<b>Course Outline</b>	

**INSTRUCTOR:** Rita Koeller

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

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

**Class Dates:** Fridays, Starting January 10th – April 11th (excluding exam period)

**Class Times:** 8:30 – 11:30am Classroom: A2406: Combination of In Person and Zoom Classes

## **COURSE DESCRIPTION**

This interactive course will cover the key competency areas of Human Resources and enable students to apply their learning in a variety of human resources and leadership scenarios.

This course will examine a variety of contemporary human resource management issues, situations and best practices. Through the utilization of human resources case studies, students will practice and be actively involved in analysis, decision making and action planning.

Students will manage, design, prepare and present a comprehensive strategic Human Resource Management project. Students will analyze factors internal and external to an organization and provide strategic recommendations for an organization based on:

- workplace culture,
- onboarding,
- total rewards,
- HR Strategy,
- health, wellness and safe workplace,
- learning and development,
- HR metrics,
- Equity, Diversity, Inclusion and Anti-Racism,
- leadership,
- employee relations and
- employee engagement.

Communication, leadership, and professional skill building will be emphasized as students develop an ability to self-reflect, think strategically and problem solve human resource-based business challenges.

## **COURSE REQUIREMENTS**

Prerequisite(s): HR 272 (Lead 272)

Corequisite(s): HR 272 (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:

1. Research reflect and integrate human resources best practices and ethical behaviors into one's own professional practice and life.
2. Integrate knowledge from all the human resources management competencies and discipline areas (i.e. recruitment, labour relations, workforce planning, learning and development, total rewards, etc) into decision-making processes.
3. Implement best practice approaches to human resource management and learn from real-life business situations.
4. Propose and design policies, procedures, guidelines, reports and presentations for human resources strategies and analytics to support organizational goals and objectives.
5. Make informed business decisions and recommend enhancements of human resources competencies and people practices in northern organizations, real world and case-based examples.
6. Demonstrate an ability to work collaboratively in teams and model best practices in a variety of leadership and communication situations.
7. Analyze and propose strategic human resource management (HRM) initiatives and incorporate Yukon First Nations perspectives as they to apply to small scale sole proprietorships to multi-national corporations with a focus on northern, First Nation organizations.

## **COURSE FORMAT**

### **Weekly breakdown of instructional hours**

This is an interactive course and learning content will be derived from case studies, case discussions, group work, lecture discussions, project work, reflection and participation.

Group discussion is a fundamental element of this class. Your participation in the course is expected and strongly encouraged for your success. Attendance and engagement is essential for students to benefit from the learning process. You are expected to attend class prepared for the day's topics and contribute to the class by actively participating in discussions and case studies. 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, simulations, small group and whole group discussions and presentations. Attendance and full participation are equally essential for students to fully benefit

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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. 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. 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

### **Delivery format**

This course includes 3 hours of Instructional Hours per week, 2 hours in person and 1-hour asynchronous learning. \*Please know this may vary week to 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. This course will be delivered primarily in an in-person format. However, this class will utilize Zoom when applicable for cases, group work, presentations, and scenario work. Students will be required to attend face-to-face sessions on-campus/Zoom and complete an assortment of synchronous and asynchronous online activities.

### **EVALUATION**

Assignments	25%
Case Studies	25%
Self-Reflection Project	15%
Final Project	35%
Total	100%

### **Assessments**

**Reflective Leadership Journal** –This personal reflective, ongoing journal will be incorporated into every class. Students are encouraged to incorporate their learnings into a journal. Reflection questions are given each class, based on case group work, readings and videos. Self-Assessment Rubric for Journal Reflections will be provided.

Moodle – Online Component – Articles, Videos and Forums for discussion and reflection.

**Case Studies** - There are five case studies throughout the term that cover corresponding HR concepts & competencies. Case study groups are assigned first class. Case study groups are required to meet, discuss and prepare for five cases throughout the term. Assessment is based on Rubric for Case Study Group Responses & Participation.

**Assignments** – Five individual assignments will be assigned throughout the term.

**Final Project** - Entrepreneurial HR Strategic Project – Create a detailed HR Business Plan for a new venture or business that you are familiar with but want to improve. This Final Project will build upon the Assignments that you have completed all term. You will incorporate your feedback and recommendations from peers and your instructor to produce a final HR Strategic Plan that incorporates six of the HR competency areas that you have learned throughout the term. The final project will demonstrate strategic thinking within the HR competencies covered in the course

## **COURSE WITHDRAWAL INFORMATION**

Refer to the YukonU website for important dates.

## **TEXTBOOKS & LEARNING MATERIALS**

There is no textbook to purchase for this course, however, there is a Case Booklet to be purchased Online from Ivey Publishing, Ivey Business School. 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.

## **ACCESSIBILITY AND ACADEMIC ACCOMMODATION**

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: [access@yukonu.ca](mailto:access@yukonu.ca).

## **TOPIC OUTLINE**

**Please see Course Assessment Package.**