T-104
2022

Course Specification
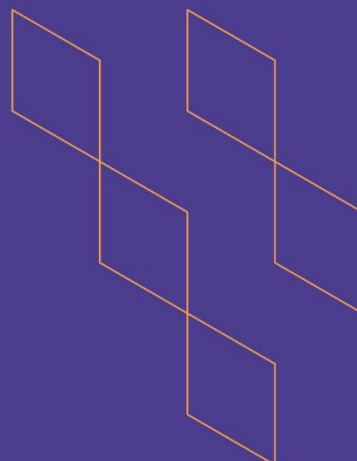
Course Title:	**Resourcing and Talent Management**
Course Code:	BA3603
Program:	BA Degree in Business Administration
Department:	Business Administration
College:	College of Business
Institution:	Umm Al-Qura University
Version:	2
Last Revision Date:	28/01/2023

Table of Contents:

A. General information about the course:

Course Identification					
1. Credit hours:	4				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Level 10					

4. Course general Description

This course focuses on the impact of effective workforce planning in considering the development of diverse talent pools and how to contract and onboard the workforce. It also includes analysis of the potential cost to the organization if this is poorly managed and the tools and interventions required to mitigate this risk

5. Pre-requirements for this course (if any):

6. Co- requirements for this course (if any):

7. Course Main Objective(s)

You will extend your understanding of labor market trends and their significance for workforce planning. You will explain how organizations position themselves and the impact of a changing labor market on resourcing decisions. You will evaluate techniques to support workforce planning and explain approaches to succession and contingency planning, assessing the strengths and weaknesses of different methods of recruitment and selection aimed at building effective workforces. Additionally, you will examine turnover and retention trends, and compare different approaches to developing and retaining talent, looking at how organizations build talent pools. Finally, you will learn about the importance of managing contractual arrangements and onboarding.

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	32	80%
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning	8	20%
4.	Distance learning		

. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	32
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify) Elearning	8
	Total	30

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand key contemporary labor market trends and their	K3	Class lectures Discussions	Written Test Assignments

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	significance for workforce planning			Class Participations
1.2	Explain approaches to succession and contingency planning aimed at mitigating workforce risks	K1	Lecture, Discussion	Written Test Assignments Class Participations
1.3	Interpret the strengths and weaknesses of different methods of recruitment and selection to build effective workforces	K4	Class lectures Discussions	Written Test Assignments Class Participations
1.4	Understand the purpose and impact of effective talent management	K2	Class lectures Discussions	Written Test Assignments Class Participations
2.0	Skills			
2.1	Analyze the impact of effective workforce planning	S2	Class lectures Discussions Group assignments	Assignments Class Participations
2.2	Examine turnover and retention trends and the factors that influence why people choose to leave or remain	S3	Class lectures Discussions Group assignments	Assignments Class Participations
2.3	Compare different approaches to developing and retaining talent on an individual and group level	S4	Class lectures Discussions Group assignments	Assignments Class Participations
2.4	Assess suitable types of contractual arrangements dependent on specific workforce need	S4	Class lectures Discussions Group assignments	Assignments Class Participations
3.0	Values, autonomy, and responsibility			
3.1	Manage how to work in groups	V2	Class lectures Discussions	Assignments Class Participations

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Group assignments	
3.2	Demonstrate values of integrity and ethical behavior	V2	Class lectures Discussions Group assignments	Assignments Class Participations
3.3	Demonstrate Self-evaluation and accept criticism from others	V2	Class lectures Discussions Group assignments	Assignments Class Participations

C. Course Content

No	List of Topics	Contact Hours
1	Employment Market and Regulation	2
2	Human Resource Planning	4
3	Job Analysis and Job Design	4
4	Recruitment Advertisement and Alternative Recruitment Methods	4
5	Employer Branding	4
6	Selection and advanced methods of employee selection	4
7	The new employee: contract and induction	2
8	Succession Planning	2
9	Measuring and analyzing employee turnover	2
10	Improving employee retention	4
11	Retirement	4
12	Dismissals and Redundancy	4
Total		40

D. Students Assessment Activities

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Individual Assignment	Week 2, 5 & 7	%15
2	Quiz	Week 3	%5
3	Mid term	Week 8	%25
4	Group Project	Week 10	%15
5	Final exam	Week 13	%40
6			
7			
8			

Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Taylor, S. (2022) Resourcing and talent management. 8th ed. London: CIPD Kogan Page
Supportive References	Berger, L. A., & Berger, D. R. (2018). The talent management handbook: Creating a sustainable competitive advantage by selecting, developing, and promoting the best people (3nd ed.). New York, NY: McGraw-Hill Heneman III, H. G., Judge, T. A., & Kammeyer-Mueller, J. (2022). Staffing organizations (9th ed.). New York, NY: McGraw-Hill Marchington, M., Wilkinson, A., Donnelly, R. and Kynighou, A. (2020) Human resource management at work: the definitive guide. 7th ed. London: CIPD Kogan Page
Electronic Materials	• Neal, A. and Sonsino, D. (2015) Talent management disrupted. TD (Talent Development). Vol 69, No 9, September. pp30-35. • Sims, D.M. (2014) 5 ways to increase success in succession planning. TD (Talent Development). Vol 68, No 8, August. pp60-65 • CIPD and Hays. (2017) Resourcing and talent planning 2017. Survey report. London: Chartered Institute of Personnel and

	Development. Available at: www.cipd.co.uk/knowledge/strategy/resourcing/surveys • Society for Human Resource Management. (2015, October 12). Engaging in succession planning. Retrieved from http://www.shrm.org/templatestools/toolkits/pages/engagingins uccessionplanning.aspx • CIPD: https://www.cipd.co.uk/ • SHRM: https://www.shrm.org/ • Human Resources Available at: www.hrmagazine.co.uk/ • People Management Available at: www.peoplemanagement.co.uk • Personnel Today Available at: www.personneltoday.com/
Other Learning Materials	Case studies and material provided by the instructor

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, lab
Technology equipment (projector, smart board, software)	Data Show, Smart Board , , software
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders Department and quality committee	Open discussions with the students Anonymous surveys
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders	Review of course portfolios

Assessment Areas/Issues	Assessor	Assessment Methods
	Department and quality committee	Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders Department and quality committee	Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards.
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	BA DEPARTMENT
REFERENCE NO.	
DATE	28/01/2023