

北京理工大学研究生课程教学日历

课程名称 Employee relations

课程代码 2100035 课程性质 必修

主讲教师 杨添安 2017—2018 学年第 1 学期

辅导教师 _____ 管理与经济 学院

授课对象 工商管理硕士

| 时数 教学/实际 | 全总 学时 期数 | 学时分配 | | | | 每 周 时 数 |
|-------------|----------------|--------|--------|--------|--------|------------------|
| | | 讲 授 | 实 验 | 习 题 | 考 核 | |
| 教学计划 | 32 | 20 | 6 | 2 | 2 | 4 |
| 实际上课 | 32 | 20 | 6 | 2 | 2 | 4 |

| 周 次 | 上课 方式 | 时 数 | 授 课 内 容 | 课外阅读和书面的作业 | | 学习检查 | | 参考书名和章节 |
|--------|-------------------------|--------|------------------------------------|------------|---|----------|--------|------------------------|
| | | | | 时 数 | 内 容 | 检查方式 | 所需时间 | |
| 2 | lecture | 6 | Introduction to Employee Relations | 2 | Definition | Question | 30 min | Chp 1 |
| 3 | Lecture discussion + | 4 | Individual Differences | 2 | How to identify individual differences? | Question | 10 min | Chp 2-5 |
| 4 | Lecture discussion + | 4 | Work Motivation | 2 | How to motivate employees? | Question | 30 min | Chp 2-5 |
| 7 | Lecture discussion + | 4 | Teamwork | 2 | How to motivate teamwork? | Question | 10 min | Chp 2-5 |
| 8 | Lecture + Case analysis | 4 | Leadership | 2 | What leads to good leadership? | Question | 10 min | Chp 6-10 |
| 9 | Lecture discussion + | 4 | Work Design | 2 | How to well design your work? | Question | 10 min | Chp 6-10 |
| 10 | Lecture discussion + | 4 | Safety and Health | 2 | Why to consider safety and health? | Question | 10 min | Chp 6-10 |
| 11 | Lecture discussion + | 2 | Summary and Presentation | 2 | What do you learn from this lecture? | Question | 20 min | Textbook & literatures |
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一、 教学目的

Employee Relations is one of the courses for the MBA students. Employee relations programs are typically part of a human resource strategy designed to ensure the most effective use of people to accomplish the organization's mission. Human resource strategies are deliberate plans companies use to

help them gain and maintain a competitive edge in the marketplace. Employee relations programs focus on issues affecting employees, such as pay and benefits, supporting work-life balance, and safe working conditions. The objective of this module is to enable students to understand and focus on how the companies make efforts to manage relationships between employers and employees.

The teaching method is the integration of the lecture, case discussion and student autonomous learning. At the same time, individual- and team- presentation are also adopted to improve the module quality.

二、 授课方法和方式

Lecture, Essay question discussion, Case analysis

三、 成绩评定方式

- In-class individual exercise 15% of final mark
- Group Presentation 25% of final mark
- Final Exam 60% of final mark

四、 教材和必读参考资料

1. 教材/Text books:

- Employee Relations (HR Fundamentals) by Elizabeth Aylott, Kogan Page, 2014.

2. 推荐阅读/Readings:

- Philip Lewis. *Employee Relations: Understanding The Employment Relationship*, 2003, ISBN-13: 978-0273646259
- Gary Dessler. *Human Resources Management*, 12th ed., 2012, ISBN-13: 978-0136089957

任课教师_____ 年__月__日

教学院长_____ 年__月__日

注:

1. 此教学日历由授课教师填写，教学院长签字后执行，学院留存一份。
2. 任课教师应将教学日历提供给上课的研究生，课程完成后填写实际上课的学时数。