

# OKLAHOMA CITY UNIVERSITY

## Meinders School of Business

### Native American Enterprise Management Certificate Program

### Human Resources Development

Spring 2016

### Syllabus

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#### **REQUIRED READING MATERIALS:**

Several free on-line assessment tools will be used, which can be found at:

[www.humanmetrics.com](http://www.humanmetrics.com)

<https://implicit.harvard.edu/implicit/takeatest.html>

*10 Things Employers Expect Their Employees To Know: A Soft Skills Training Workbook* by Frederick H Wentz

Also case studies and materials will be provided upon class enrollment.

#### **HUMAN RESOURCES DEVELOPMENT**

Human Resource Development is the framework for helping employees develop their personal and organizational skills, knowledge, and abilities. Human Resource Development includes such opportunities as employee training, employee career development, performance management and development, coaching, leadership skills, and organization development.

Modern analysis emphasizes that human beings are not "commodities" or "resources," but are creative and social beings that make contributions beyond "labor" to a nation or employer. This focus supports developing the most superior workforce so that the organization and individual employees can accomplish their work goals in service to customers. It is the responsibility of each employee to conduct these activities in an effective, legal, fair, and reliable manner.

#### **Course Description:**

The process of building a great employee is one of the most important responsibilities that an organization has. The process of employee development is neither an easy undertaking nor a short one. Rather, it is a task that requires an understanding of the critical stepping stones that need to be laid in order to build a strong organizational foundation and provide the basic tools that are needed for a continual evolution and empowerment of the employee in order to sustain the growth of the organization.

In this course will gain an understating of the organizational assistance already available to you. You will gain a deeper understanding of engaging in difficult situation. You'll discover new ways to look at problems and how to develop effective solutions.

**This course will utilize the Assessment Tools found at:**

[www.humanmetrics.com](http://www.humanmetrics.com)

<https://implicit.harvard.edu/implicit/takeatest.html>

**Materials and Case Studies will be provided upon enrollment in the course.**

### **Tentative Schedule**

<b>Week 1</b>	<b>Readings</b>	<b>Activities</b>	<b>Tools</b>
	Introduction & Review of Chickasaw Nation of Oklahoma Constitution and Policies.	Evaluating the purpose behind the policies.	Policies & their Purposes
Week 2	Dealing with Grievances & Appeals.  Understanding Why People Complain and Why You React.	Completion of the Myers-Briggs Assessment Tools Chapters 1-5 Case Studies	Myers-Briggs
Week 3	Looking in the Mirror, Managing Your Own Stories and Aiming for the Bulls Eye	Assessments Chapters 5-10 Case Studies	Implicit Bias
Week 4	Conducting Effective Performance Plans	Samples  Case Studies	Practice the Process

### **Class Participation and Grading:**

Grades will be determined based on student performance in the following two areas:

Participation and Assignments:	50%
Completion of Case Studies and Performance Plan:	50%

A final “grade average” of 70% is required for passing.