

## خطة إدارة الاعمال المرحلة الثانية

### Delivery Plan (Weekly Syllabus)

#### المنهاج الاسبوعي النظري

|         | Material Covered                                                                     |
|---------|--------------------------------------------------------------------------------------|
| Week 1  | The Historical Development of the Concept of Contemporary Human Resource Management. |
| Week 2  | The Concept and Origin of Contemporary Human Resource Management                     |
| Week 3  | Historical Development of Contemporary Human Resource Management                     |
| Week 4  | The Concept of Human Resources and Contemporary Human Resource Management            |
| Week 5  | Importance of Contemporary Human Resource Management                                 |
| Week 6  | Objectives of Contemporary Human Resource Management                                 |
| Week 7  | Semester Exam                                                                        |
| Week 8  | Challenges Facing Contemporary Human Resource Management                             |
| Week 9  | Function Analysis                                                                    |
| Week 10 | Methods of determining the specifications of the incumbent                           |
| Week 11 | HR Planning                                                                          |
| Week 12 | The Importance of HR Planning                                                        |
| Week 13 | Stages of HR Planning                                                                |
| Week 14 | Recruitment, Selection and Recruitment                                               |
| Week 15 | Mentoring and onboarding of new employees                                            |
| Week 16 | Employee Performance Evaluation and Development                                      |