

Course Learning Outcomes for Unit IV

Upon completion of this unit, students should be able to:

4. Evaluate the components of human resource planning.
 - 4.1 Discuss the training process.
 - 4.2 Analyze performance methods.
 - 4.3 Explain common problems with performance appraisals.

Required Unit Resources

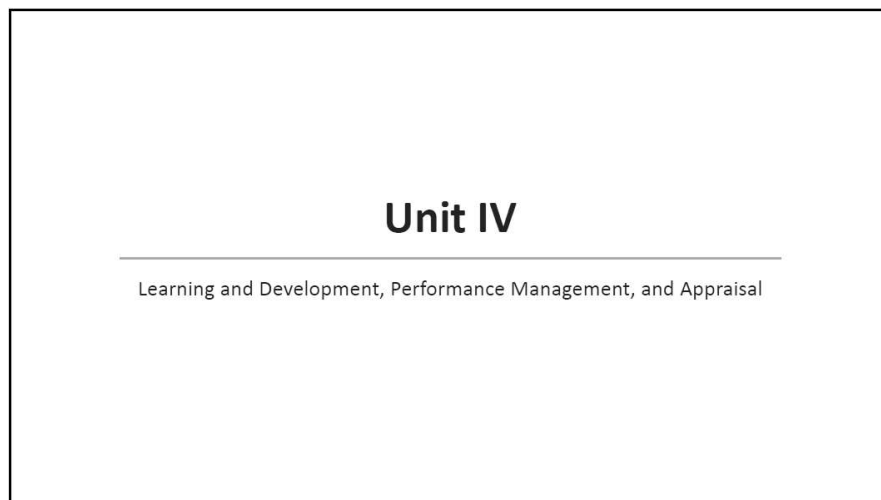
Chapter 7: Learning, Training, and Development

Chapter 8: Performance Management and Appraisal

Unit Lesson

In order to access the following resources, click the links below.

Review the [Unit IV Lesson](#).



[Transcript of the Unit IV Lesson](#).

Suggested Unit Resources

In order to access the following resources, click the links below.

To learn more about effective performance appraisals, watch the following video.

Clements, J. (2009, August 3). *Effective performance appraisals [Video]*. YouTube.
<https://www.youtube.com/watch?v=BqVBDXqf2vk>

Video [transcript for *Effective Performance Appraisals*](#)

Learning Activities (Nongraded)

Nongraded Learning Activities are provided to aid students in their course of study. You do not have to submit them. If you have questions, contact your instructor for further guidance and information.

You are encouraged to complete the following exercises at the end of Chapter 7 in your textbook:

- **Skill Builder 7.1 The Training Process.** This exercise will help you develop your ability to conduct a needs assessment; to select how to shape employee behavior; to design a training program by selecting training methods; to select a method to deliver training; and to choose an assessment method.
- **Skill Builder 7.2 Career Development.** This exercise will help you begin to think about and develop your career plan.

You are encouraged to complete the following exercise at the end of Chapter 8 in your textbook:

- **Self-Assessment and Skill Builder 8.1 Peer and Self-Assessments.** This exercise will help you develop your skill at assessing your performance and that of your peers and to develop your skill at developing measures of performance.

SHRM Credentialing Preparation

Human Resource professionals recognize that success in the field is based on several factors including certification, access to research and legal and regulatory updates, and networking. The premier organization to help fulfill these aspects is the Society for Human Resource Management (SHRM). Further credentialing by SHRM, either the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR), is recognized as the gold standard for HR professionals.

CSU is providing a series of self-grading questions in each unit of this course to prepare you for SHRM credentialing examinations. While these questions do not encompass the full aspects of the PHR examination, they will give you an opportunity to test your knowledge on many HR areas as you prepare for the exam and your career in Human Resource Management.

There is a quiz in this unit to allow you to self-check your knowledge. The quiz is not mandatory and DOES NOT contribute to your grade in this course. You will have the option to review your answers and print the quiz for your own future study purposes.

If you have any questions, do not hesitate to contact your professor.