

Syllabus Template for Blended Courses

Course Name: Performance Management (PM)		
Course Code: BUSN 354	Course Type (elective, major)	Course Credits: 3
Class Timings: 9:30 am-10:45 am	Section: A	Student Meeting Hours/ Office Hours: 10:00am- 10:50am M,W F Room-E-326
Instructor Name: Faiza Tasneem Email: faizatasneem@fccollege.edu.pk		
<p>A Note from the Instructor: Welcome to The Spring 2023 Blended learning experience at FCCU.. Here are some of the things to be mindful about:</p> <p>Netiquette: https://docs.google.com/document/d/17pNDsIGsBXmxJzXZZF0_sT1yq6xX_YLbLhhEidtshQ/edit?usp=sharing</p> <p>Critical Success factors (CSF)</p> <ul style="list-style-type: none"> • Think out of box • Ability to read extensively & research on topics • Willingness to learn • Learn to unlearn <p>DO's</p> <ul style="list-style-type: none"> • Punctuality (85 % attendance a must) • Integrity & Ingenuity • Presentations & Group work • Taking part in class discussion & improvise through research based/evidence-based examples <p>Don't's</p> <ul style="list-style-type: none"> • No Mobiles/Tabs/Laptops in the class unless authorized for class projects/presentations. • Irregularity • Cheating & Plagiarism • Missing a quiz or test/exam (No retakes for missed exams/test/group assignments) 		
<p>Course Description: suitable for both Synchronous and Asynchronous mode The objective of this course is to give students an overview of why performance management is important & how can HR help organizations & individuals. We will also study which tools, techniques and skills are required to run an effective HR PM. At the end of the course, students should be able to relate to the concepts/theories/ mechanism required to devise an effective PM management system in an organization.</p>		
<p>Main Mode of Instruction: (Moodle, Zoom,) Please note all lessons will be uploaded on Moodle Technology Requirements: stable WIFI and laptop/tablet/smart cell phone/ PC Technology Etiquettes https://rb.gy/t5xt9q Considerations for Students with Limited Internet/Technology Access: Please download book if possible, google/research around the topics in the Course outline, seek help from instructor as much as possible.</p>		

Course Objectives or Student Learning Outcomes (SLOs)

1. Familiarity with People management
2. Strategic management & link to PM
3. Organizational Culture & PM
4. People Analytics & PM
5. KPI/OKR & its link to PM
6. Reward Management & PM

Course Content, Learning Material & Activities Schedule

Wk	Topic/ Title	<u>Teaching-Learning Activities</u>			<u>Assessment & Rubrics</u>
		Synchronous (Simultaneously conducted) <i>Presentation / Lecture Live Video-Audio Small Group Discussion/ Breakout Rooms In-class quiz Q&A/ Live Chat</i>		Asynchronous (postal/ Moodle/ email) <i>Discussion blogs WhatsApp Readings Moodle Quizzes Assignment Submission Online Content/ Recordings Lecture notes/ Annotated PPT Experiential learning</i>	
		In-Person	Online	Off-campus and offline	
1	Introduction to PM	CIPD factsheet & podcast/ discussion		Podcast uploaded on Moodle + instruction for workfromhome(WFH)	Q/A & case study from Book
2 & 3	Process of PM	PPT + in person/ chat discussion Videos + Corporate examples		Video uploaded on Moodle + instruction for workfromhome(WFH)	Q/A + Surprise Test
4	Setting objectives & goals	PPT + in person/ chat discussion Corporate examples + menti.com interactive session		Video uploaded on Moodle + instruction for workfromhome(WFH)	further Investigation on the topic
5	Performance appraisal- process & criticism Quiz- March 28 class timings	PPT + in person/ chat discussion Corporate examples		Video uploaded on Moodle + instruction for an assignment- workfromhome(WFH)	Quiz on SHRM module on History of Management
6	SHRM & Performance Management	PPT + in person/ chat discussion Corporate examples		Video uploaded on Moodle + instruction for workfromhome(WFH)	Study module on Planning tools & techniques
7	KPI & OKR-	PPT + in person/ chat discussion Corporate examples + menti.com interactive session		Video uploaded on Moodle + instruction for workfromhome(WFH)	Q/A

8	360 degree review	PPT + in person/ chat discussion Corporate examples		Video uploaded on Moodle + instruction for midterm workfromhome(WFH)	Case study
9	Balance score card	PPT + in person/ chat discussion Corporate examples		Video uploaded on Moodle + instruction for workfromhome(WFH)	Investigation on the topic
10	Reward management & PM	Factsheets by CIPD	Material from book	Video uploaded on Moodle + instruction for workfromhome(WFH)	Research on the topic Group work assigned
	Spring break + eid				
11	Importance of feedback Mid term- May 2	PPT + in person/ chat discussion Discussion board on it		Video uploaded on Moodle + instructions for workfromhome(WFH)	Quality of discussion/investigation
12+13	Group work submission week	Presentations + feedback		Video uploaded on Moodle + instructions for workfromhome(WFH)	Group work review
14+15	Managing organizational performance	PPT + in person/ chat discussion Discussion board on it			Investigation on the topic
16	Importance of ratings	PPT + in person/ chat discussion Discussion board on it			Case study
17	Revision week	-			-
18	Exams				

‘Out-of-class’ Study Required (across all 3 categories of students -- those attending in-person, online, or asynchronously)

Extensive reading is expected of the students on their end to investigate the topics taught, at least 3 hours per week to make notes, or read examples from the companies to make connection of the theory with practice.

Textbooks, Materials, Supplies and other Resources

Book

Armstrong, Micheal. *Performance Management Key Strategies and Practical Guidelines*. 3rd ed., Kogan Page, 2006.

Armstrong, Micheal. *Performance Management Key Strategies and Practical Guidelines*. 2nd ed., Kogan Page, 2000.

Additional Reading (Online Magazines to consult)	Some trend-setting companies to follow:
Harvard Business Review	Zappos
McKinsey Quarterly	General Motors
Stanford Business Review	Tesla
World Economic Forum	Apple
Fastcompany.com	Virgin Atlantic
INC.com	KPMG
Forbes	Dell
BusinessWeek	Walmart
Businessinsider.com	Amazon
Wall street journal	GE
Fortune Magazine	PWC
Bloomberg	Starbucks

Marks/percentage distribution for course: (may change)

The breakup is as follows:

Research work:	20%
Quizzes:	10%
Midterm exam:	20%
Final term exam:	30%
Videos/poster/reflection paper/Gw	20%
TOTAL	100%

Attendance Policy:

-85% attendance required to qualify for this module

Grade Determination & Course Assessment as per FCC Policy:

Grading Legend

Below is the grading legend of FCCU (published in all catalogues and available on the FCCU website) as approved by the Academic Council and applies for Fall as well

Grade	Point Value	Numerical Value	Meaning
A	4.00	93-100	Superior
A-	3.70	90-92	
B+	3.30	87-89	Good
B	3.00	83-86	
B-	2.70	80-82	
C+	2.30	77-79	Satisfactory
C	2.00	73-76	
C-	1.70	70-72	
D+	1.30	67-69	Passing
D	1.00	60-66	
F	0.00	59 or below	Failing

Changes to the Syllabus:

This syllabus was designed to convey course information and requirements as accurately as possible. It is important to note however that it **may** be subject to **change** during the course depending on the needs of the class and other situational factors. Such changes would be for your benefit and you will be notified of them as soon as possible.

Student Support Services

Instructor- Ms Faiza Tasneem- HR/People Analytics expert- Associate CIPD- Assistant Professor- SOM

[Student Counseling Services](#)
[Writing Center](#)
[Mercy Health Center](#)

Other Useful Policy Documents:

[Sexual Harassment Policy](#)
[Anti-Corruption Policy](#)
[Academic integrity](#)
[Plagiarism Policy](#)
[Academic Calendar](#)

I expect that you will strictly follow the core values of FCCU and put your entire efforts to learn as per the course requirements, attend classes, read the textbook(s)/other assigned reading material and do the assignments in the stipulated time period.

Thank you, look forward to have a learning oriented interactive spring session. Best Faiza Tasneem