

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)**

Human Resource Change Management (Code # 5008)

Semester: Spring 2024

CHECKLIST

This packet comprises the following material:

- 1) Textbook
- 2) Assignment No. 1 & 2
- 3) Course outline
- 4) Assignment forms (2 sets)
- 5) Schedule for submitting the assignments

In this packet, if you find anything missing from the above-mentioned material, please contact us at the address given below: -

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WARNING

- 1. PLAGIARISM OR HIRING OF A GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN, WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

Course: Human Resource Change Management (Code # 5008)

Semester: Spring 2024

Level: MSc. Administrative Sciences

Please read the following instructions for writing your assignments.

(AD, BS, BEd, MA/MSc, MEd) (ODL Mode)

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload you typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

ASSIGNMENT No. 1

(Units: 1-5)

Total Marks: 100

Pass Marks: 50

- Q. 1 Why change is important for organizations in the world, discuss with arguments. (20)
- Q. 2 What are the key components of compensation management, discuss each with appropriate examples. (20)
- Q. 3 What are the key changes required for organizational effectiveness, discuss each with examples. (20)
- Q. 4 How to motivate human resources for better performance? (20)
- Q. 5 What are the contemporary challenges to change management in our country, discuss with examples. (20)

ASSIGNMENT No. 2
(Units: 6–9)

Total Marks: 100

Pass Marks: 50

This assignment is a research-oriented activity. You are required to submit a term paper and present the same in the classroom before the final examination. The presentation component is compulsory for all students. You will have to participate in the activity fully and prepare a paper of about 15 to 20 pages on the topic allotted to you. The students are required to prepare two copies of Assignment No. 2. Submit one copy to your teacher for evaluation and the second copy for presentation in the classrooms in the presence of your resource persons and classmates, which will be held at the end of the semester before final examination.

Include the following main headings in your report:-

- a) Introduction to the topic
- b) Important sub-topics
- c) Practical aspects for the topic
- d) Review of theoretical and practical situations
- e) Merits, demerits, deficiencies or strengths of the organization concerning your topic
- f) Conclusions and recommendations
- g) Annex, if any

You must use transparencies, charts or any other material for effective presentation. You are also required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is D-3427185 then you will select topic No.5 (the last digit):-

Topics:

- 0) Managing Change
- 1) Change Management and Organizational Structure
- 2) Change Management and Organizational Culture
- 3) Change Management and Recruitment and Selection
- 4) Change Management and Performance Management
- 5) Change Management and Human Resource Development
- 6) Change Management and Reward Management
- 7) Downsizing and Management of Change
- 8) Employee Involvement Strategies
- 9) Evaluating and Promoting Change

Human Resource Change Management (Code # 5008)
Course Outline

Unit-1: Introduction to Managing Change

- 1.1 Meaning of Change and its Types
- 1.2 Resistance to Change
- 1.3 Forces of Change
- 1.4 Change Agent
- 1.5 TROPICS Test and Force Field Analysis
- 1.6 Change and Human Resource Strategies
- 1.7 Implementation and Impact of Change
- 1.8 Role of Human Resource Strategies in Implementing Change

Unit-2: Change Management and Organizational Structure

- 2.1 Meaning of Organizational Structure
- 2.2 Structural Change at Nation Wide
- 2.3 Organizational Structure and Strategic Change
- 2.4 HR Implications of Structural Choice and Change

Unit-3: Change Management and Organizational Culture

- 3.1 Meaning of Culture
- 3.2 Introduction to Organizational Culture
- 3.3 Changes in Organizational Culture
- 3.4 Realignment of Organizational Culture

Unit-4: Change Management and Recruitment and Selection

- 4.1 Definitions of Recruitment and Selection
- 4.2 Models of Recruitment and Selection
- 4.3 Contribution of Recruitment and Selection to Organizational Change

Unit-5: Change Management and Performance Management

- 5.1 Definitions of Performance Management
- 5.2 Difference Between Performance Management and Performance Appraisal
- 5.3 Contribution of Performance Management to Organizational Change

Unit-6: Change Management and Human Resource Development

- 6.1 Meaning of Human Resource Development
- 6.2 Human Resource Development: Vital Component or Poor Relation of HR Change Strategies
- 6.3 Contribution of Human Resource Development to Organizational Change

Unit-7: Change Management and Reward Management

- 7.1 Meaning of Reward Management
- 7.2 Strategic Reward Management
- 7.3 Using Rewards to Change Employee's Behavior

- 7.4 Role of Reward Management Values in Changing Employees' Behavior
- 7.5 Role of Reward Management Structures in Changing Employees' Behavior
- 7.6 Role of Reward Management Processes in Changing Employees' Behavior

Unit-8: Employee Relations, Involvement Strategies, Down Sizing, and the Management of Change

- 8.1 Changing the Focus in Employee Relations
- 8.2 Managing Change Through Employee Involvement
- 8.3 Meaning of Downsizing
- 8.4 Management of Change Implications of Downsizing
- 8.5 Management of Change Implications Arising from Alternative Organizational Strategies to Downsizing
- 8.6 Management of Change Implications Arising from Methods Used to Implement Downsizing
- 8.7 Management of Change Implications Arising from the Impact of Downswing on Those Who Survive the Process

Unit-9: Evaluating and Promoting Change

- 9.1 Approaches to Evaluating Change
- 9.2 From Evaluating to Promoting Change
- 9.3 Clarity of Purpose and Strategies
- 9.4 Gathering Data for Analysis
- 9.5 Analyzing and Feeding Back

Recommended Books:

- 1) Thornhill A., Lewis P., Millmore M., & Saunders M. (2000). Managing Change, a Human Resource Strategy Approach. Delhi: Dowling Kindersley.
- 2) Paton R. A., Paton R., & McCalman J. (2008). Change Management, a Guide to Effective Implementation (3rd ed.). Sage publications.