



Institution name here

No _____/.....

Place, Date ____/____/____

Course Syllabus

1 Program

Title of the study programme: Wood Processing Technology

2 Course details

Course name: Human Resources in Wood Processing Industry

Course code: FOA04LFW12103

Number of credits (hours/week): 2(1-2-2)

Course type (tick the appropriate box): Required, Elective, Other, if other please explain:

Prerequisites courses: No prerequisites

Semester, in which the course is taught: *tick the appropriate box below*

Year 1		Year 2	
Semester 1	Semester 2	Semester 1	Semester 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Responsible unit:

3.1 Department: Department of Forestry Resource

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4 Course description

Human Resources in Wood Processing Industry is designed to develop students into professionally competent and socially sensitive management graduates, fully equipped to take on the challenges of corporate factory in wood processing. The course explores the critical area of contemporary human resources (HR), in conjunction with a comprehensive knowledge and understanding of the key functions of management and business in the area of Wood Processing Industry. The course covers introduction of HR in wood processing industry, job analysis and needs assessment, HR planning, recruitment and selection, evaluation, health and safety management, labour development, strategic management, and labour management relations in the context of Laos through the labour law, policy, and socio-economic development strategy plan. The practices and field trips are designed to offer students gain more experience in various seminar topics and field visits in the factory of wood processing respectively.

5 Course objectives

The Human Resources in wood processing industry aims to provide students knowledge and skills to be able to

- Understand the overview and functions of HR management in wood processing industry
- Identify the concepts and techniques of HR management and requirements for components and HR management system
- Analyze real working condition, social security, health hazards, law and regulation in the factory
- Evaluate the contemporary issues and practical techniques associated with effective practice of management in wood processing industry.

Knowledge:

Graduates shall have a solid knowledge of the HR management in wood processing industry from lectures, seminars, case studies, projects, assignments, and field trips. They will obtain to know managerial roles in labour affairs, HR management to staffing, performance, compensation and strategic issues. Graduates shall have known a understanding of the specific functions and activities of HR management by analyzing real life industry issues and practical techniques associated with effective practice of HR management.

Skills:

Graduates must be able to apply the acquired knowledge of HR management in wood processing industry such as overview of HR management, Job analysis and design, human resource planning, labour law and regulation, and HR management relations. Graduates are able to build critical

thinking skills by analyzing how HR management practices can support an enterprise's strategic objectives and enhance long-term performance.

Application of theories to practice:

The course places importance on both theoretical and practical learning. While classroom learning through participation in the forms of discussions and case studies, presentations, simulation games, assignments, etc., emphasises conceptual clarity of HR management in wood processing industry, practical inputs are provided through the rigorous filedswork system, which complements the classroom inputs by throwing light on the practical dimension of the profession. Graduates must be able to apply concepts and theories of HR management, HR planning, job analysis and design, labour law and regulation, and HR relations into the practice that who is hired, how they are trained, evaluated, and compensated, what steps are they taken to retain them, and how to develop effective and efficient labour management practices that support strategic goals of factories. They will be able to create their ideas into both roles of employers and employees to accomplish challenges of sustainability facing today's factory that increases the role of HR management practices.

Social knowledge and skills:

Graduates will be able to develop skills in problem-solving, analysis, leadership and initiative, creativity, oral communication, and team work and collaboration in HR management in corporate factory and real society with the special impact on wood processing industry. The graduates are able to analyze different HR management approaches to the factory of wood processing from various contemporary issues to evaluate the effective and efficient strategic. They will be able to communicate and cooperate with employees and employers in enterprise flexibility and productively. They become specialists/experts in HR management in wood processing industry including knowledge, skills, and attribute on HR management, Job analysis and design, HR planning, labour law and regulation, and HR management relations.

5.1 Learning objectives of particular modules

The HR management in wood processing industry course is divided into 9 modules namely Introduction of HR Management in wood processing industry; Job Analysis and Needs Assessment; Human Resource Planning; Recruitment and Selection; Evaluation; Health and Safety Management; Labour Development; Strategic Management; Labour relations.

(1) Introduction of HR Management in wood processing industry is designed for graduates to get the overview of HR management, definition, significance of HR management, and HR management system in the wood processing industry. The graduates will be able to define and explain on the importance and system of HR management from their point of views.

(2) Job Analysis and Needs Assessment is to provide graduates to classify the definition, objective, and processing of job analysis and needs assessment by discussing in group for evaluating the important steps, time, and the result of analysing and assessment.

(3) Human Resource Planning is to provide graduates to recognize the need and importance of human resource planning and its process. After that the graduates can apply and evaluate the human resource planning in the context of Lao wood industry in the current situation and future trends of national socio-economic development and supply and demand of wood products. Moreover, students are able to identify the advantage and disadvantage on human resource planning for integrating the strategic in the prediction of HR management in wood processing industry.

(4) Recruitment and Selection is to provide graduates to realize the overview, process, challenge, and tactic of recruiting and selecting labour in the wood manufacture processing. The students can simulate situations of recruiting and selecting of labour, then they will be able to analyze the challenges in the process and apply tactic to solve issues.

(5) Evaluation of HR management provides graduates to understand meaning, objective, evaluation methods, evaluation system and principle. They will be able to analyse the evaluation system including evaluation form, standard, and timing. Furthermore, it also provides the evaluation principle. At the end of this module the graduates will be able identify the evaluation system and principles from the case studies.

(6) Health and Safety Management is designed for graduate to identify safe management systems for controlling hazards during working in the factory of wood process. The graduates will also be able to understand and apply the regulations, comply with training, support culture of safety in the factory.

(7) Labour Development offers background, objectives, principles, knowledge management, and labour development for the graduates, especially in the recent Lao context on wood processing industrial.

(8) Strategic Management aims to provide the analyzing the strategic management model, industrial-competitive analyzing, and evaluation factory resources by using SWOT analysing and various models (logical framework etc.). The graduates will discuss on strategies and competitive advantage in group work for evaluating the strategic management.

(9) HR management relations is designed for graduates to recognize the structure of labour relations and impact on labour relations in the factory of wood processing.

In order to gain more knowledge and skills in HR management in wood processing industry, graduates are required to participate in the seminars, group working projects, and field visits to sawmills and/or wood manufactory companies in the local area.

6 Course teaching methods

The course utilizes a variety of active learning approaches, including discussion, case studies, and simulations to address labour relations topics, including negotiation, grievances, arbitrations, investigations, and progressive discipline, in order to emphasize conceptual clarity. This course also consists of lectures, seminars, assignments, and field trips. Graduates are required to develop projects or essays to show the dimensions of HR management in wood processing industry (individual and group working projects). Attendance of the course lectures, seminars, and field trips is mandatory, except in cases of sickness or other health problems documented by a physician. In case of excused unattendance, students will elaborate an extra assignment on the topic of the lecture/seminar/ field trip they failed to attend.

7 Teaching plan

Week	Content	Method/activity	Hour
1	Welcome to Introduction of HR Management in Wood Processing Industry	Lecturer provides instruction on lesson plan, course description, expected learning outcomes. Students' assignment.	2
2	Theories		2
	Module 1: Introduction of HR Management in wood processing industry		
	- Background of HR management - Nature and definition - Significance of HR management - HR management system in enterprise	Lecture on the overview of labour management and conceptual of labour management	
	Practice		2
	Module 1: Introduction of HR Management in wood processing Industry		
Seminar topic: Significance of HR management and HR management system in wood processing industry	Brainstorming on why the HR management is important in enterprise; What are the pros and cons on HR management; how do students describe on HR management system in enterprise from their own perspective.		
3	Theories		2
	Module 2: Job Analysis and Needs Assessment		



	<ul style="list-style-type: none"> - Definition - Objectives - Processing of job analysis and Needs Assessment 	<p>Presentation on the definition, objectives and processing of job analysis and needs assessment.</p> <p>Brainstorming on why do we need to conduct job analysis and need assessment in enterprise?</p>	
	Practice		2
	Module 2: Job Analysis and Needs Assessment		
	Seminar topic: Processing of job analysis and Needs Assessment	<p>Group discussions on</p> <p>What is the important step on? And why?</p> <p>When is it suitable time to conduct? How long should it take? What should we do with the result?</p> <p>Presentation the answer of group work</p>	
4	Theories		2
	Module 3: Human Resource Planning		
	<p>Introduction to Human Resource Planning</p> <p>Need and Importance of HRP</p> <p>Human Resource Planning Process</p>	<p>Presentation on the implement used in felling and conversion of chain saw and maintenance</p>	
	Practice		2
	Module 3: Human Resource Planning		
	Seminar topic: overview, rule and regulation and future trends of wood factory in Laos	<p>Assignment of student work, group working projects on human resource planning of wood industries in Laos by applying labour law and regulation, and future trend in Laos as well as supply and demand of wood products</p>	
5	Theories		2
	Module 3: Human Resource Planning (HRP)		



	<ul style="list-style-type: none"> - Advantage and Disadvantage of HRP - Integration of strategic - Trend of Labour management in wood processing 	Lecture, discussion, video demonstration of correct chainsaw operation	
	Practice		2
	Module 3: Human Resource Planning		
	Seminar topic: HR management planning in wood processing industry in various countries.	Case studies in group work	
6	Theories		2
	Module 4: Recruitment and Selection		
	<ul style="list-style-type: none"> - Recruitment and selecting overview - Recruitment and selecting Process 	Lecture, discussion, video on interview process.	
	Practice		2
	Module 4: Recruitment and Selection		
	Seminar topic: Recruitment and selecting Process	Simulate situations of recruiting. Assignment of student work	
7	Theories		2
	Module 4: Recruitment and Selection		
	<ul style="list-style-type: none"> - Challenge - Tactic 	Lecture, discussion video on resruitment and selection operation for analysing challenges and applying tactic	
	Practice		2
	Module 4: Recruitment and Selection		
	Seminar topic: Challenging and Tactic	Presentation on challanging and tactic for recruitment and selection process in various case studies	
8	Theories		2



	Module 5: Evaluation of HR management		
	<ul style="list-style-type: none"> - Meaning - Objectives - Evaluation Methods 	Lecture and brain storming on evaluation objective and methods	
	Practice		2
	Module 5: Evaluation		
	Seminar topic: Evaluation Methods	Group discussions regarding evaluation methods what is important instrument for this methods? And why? And sharing example in case studies	
9	Theories		2
	Module 5: Evaluation		
	Evaluation system <ul style="list-style-type: none"> - Evaluation Form - Standard - Timing - Evaluation principle 	Present on evaluation system and principle	
	Practice		2
	Module 5: Evaluation		
	Case studies for evaluation system And sharing group perspective on case study	Group discussions and consultations of students regarding the elaboration of the assignment	
10	Theories		2
	Midterm-Examination	Writing exam	
	Practice		2
	Midterm-examination	Group project presentation	
11	Theories		2
	Module 6: Health and Safety Management		
	Safety Management Systems <ul style="list-style-type: none"> - Make a commitment - Involve employees - Identify and control hazards 	Lecture, discussion on safety management system about wood processing machine in enterprise	
	Practice		2
Module 6: Health and Safety Management			



	Seminar topic: Identify and control hazards	Assignment of student work, and group discussion for identify and control hazards on health and safety management in the wood technology workshop at campus.	
12	Theories		2
	Module 6: Health and Safety Management		
	Comply with regulations Train employees Support a culture of safety	Lecture, discussion, demonstration video on heavy machine safety in factory of wood processing industry	
	Practice		2
	Module 6: Health and Safety Management		
	Culture of safety and health	Group discussion; comments on group working assignment	
13	Theories		2
	Module 7: HR Development		
	Background of HR Development Objectives Human Resource Development Principle Knowledge management HR Development	Lecture, brainstorming, and discussion on labour development	
	Practice		2
Module 7: HR Development			
	Seminar topic: HR Development in wood processing industry in Laos	Project assignment of student works (group working) on labour development in wood processing industry	
14	Theories		2
	Module 8: Strategic Management		



	<ul style="list-style-type: none"> - Analyzing the strategic management model - Industrial-competitive analyzing - Evaluation factory resources 	<p>Presentation on strategic management model, wood processing manufacture competition, and evaluation resources</p>	
	Practice		2
	Module 8: Strategic Management		
	Seminar topic: Strategies and Competitive Advantage	SWOT analysis and various models (logical framework etc.) for strategic management in group work.	
15	Theories		2
	Module 9: HR management relations		
	Introduction of HR management relations HR relations Structure Impact on Labour relations	Lecture, presentation of overview, structure and impact of labour management relations.	
	Practice		2
	Module 9: HR management relations		
	Impact on HR management relations in Lao factories	Group report on project assignment of student works (group working) on impact on labour management relations in Lao factories	
16	Theories		
	Practice		8
	Field trip: Day 1 Sunpaper Company, Sepon District Savannakhet Province		
17	Theories		
	Field trip		
	Practice		8
	Field trip Field trip: Day 2 Furniture factory, Sepon District Savannakhet Province		
18	Theories		4



	Final examination	Presenting on group project about the applying HR management in the wood processing industry theories to the field trip.	
	Practice		4
	Final examination	Presenting on group project about the applying HR management in wood processing industry theories to the field trip.	

8 Material needs

8.1 Equipment purchased under FRAME PROJECT

- Wood analyses
- Wood-working tools

8.2 Equipment purchased under FORHEAL PROJECT

- Teaching equipment: Note books, and computers, LCD and projectors.
- Laboratory and class-room equipment: printers, microscopes, etc.
- Field work equipment: Chainsaw and its safety equipment, GPS, high and diameter of tree measurements, etc.

9 References

9.1 Compulsory reading list

- Fukuda-Parr, S. (2003). The human development paradigm: Operationalizing Sen S ideas on capabilities, *Feminist Economics*, 9(2-3), 301-317.
- Gustav, R. (2004). Human development and economic growth. Discuss paper No. 887, Economic growth center, Yale university.
- Hughes, C., & Byrd, M. (2015). *Managing human resource development programs*. Palgrave MacMillan
- ILO. (1976). *Employment, growth and basic needs: a one world problem*. Geneva: International Labour Organization.
- Kahneman, D., & Deaton, A. (2014). High income improve evaluation of life but not Lao Statistic Burea, (2008). *Poverty in Laos in 2008*. Ministry of Planing and Investment, Vientiane, Lao PDR.
- Lao PDR. (2003). *National Growth and Poverty Eradication Strategy*, Lao PDR.
- Lao-Japan Institution (2021). *Human Resource Management*, National University of Laos, Vientiane, Lao PDR.

- Mathis, R.L., Jackson, J.H., & Valentine, S.R. (2015). Human resource management: Essential perspectives (7th ed.). Mason, OH: Cengage. ISBN 9781305115248.
- Ministry of Planning and Investment (2016). 8th Five-year National Socio-Economic Development Plan (2016-2020), Vientiane, Lao PDR.
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- Nishimura. H., Kimura. F., Ambashi. M., and Keola. S (2016). Lao PDR at the Crossroad Industrial Development Strategies 2016-2030. Economic Research Institute for ASEAN and East Asia. Retrieved from <https://www.eria.org/RPR-FY2015-2.pdf>.
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- Sylavong, L. 2007. Environmental impacts of trade liberalization in Laos for biofuels. Alumni Newsletter Fall 2007. Beahrs Environmental Leadership Program, University of California.
- Theuambounmy, H. 2007. Status of renewable energy development in the Lao People's Democratic Republic. Paper presented at Greening the Business and Making Environment a Business Opportunity, 5 to 7 June, Bangkok Thailand.
- World Bank (2021). Labour Force, Total -Lao PDR, retrieved from <https://data.worldbank.org/indicator/SL.TLF.TOTL.IN?locations=LA>
- World Bank et al. 2001. Lao PDR production forestry policy: status and issues for dialogue. Vol. 1. Main report; Vol. Annexes. World, Washington D.C.
- World Wide Fund for Nature (2017). Sustainable Wood Factory Development Discussed. Retrieved from <https://www.wwf.org.la/?308552/Sustainable%2DWood%2DFactory%2DDevelopment%2DDiscussed>

9.2 Suggested reading list

- Byrd, M. Y., & Lloyd-Jones, B. (2016). Developing a social justice-oriented workforce diversity concentration in human relations academic programs. In C. L. Scott & J. D. Sims (Eds.) Developing workforce diversity programs, curriculum, and degrees (pp. 179-196). Hershey, PA: IGI

Byrd, M., & Scott, C. (Editors /Authors). (2014). Diversity in the workforce: Current issues and emerging trends. Received the American Library Association Choice Award

Scott, C., & Byrd, M. (Editors/Authors). (2012). Handbook of research on workforce diversity in a global society: Technologies and concepts. Hershey, PA: IGI

10 Assessment of students

10.1 Description of assessment

10.2 -Attendance 10 %

10.3 -Reporting 35 %

10.4 -Midterm examination 20 %

10.5 -Final examination 35 %

10.6 Grade distribution and student assessment

Grading scale

Score level	Meaning		Total score	Scale
Symbol	(Lao)	(English)		



A	ດີເລີດ	(Excellent)	80-100	4,00
B+	ດີຫຼາຍ	(Very Good)	75-79	3,50
B	ດີ	(Good)	70-74	3,00
C+	ດີພໍໃຊ້	(Fairly Good)	65-69	2,50
C	ພໍໃຊ້	(Fair)	60-64	2,00
D+	ອ່ອນ	(Poor)	55-59	1,50



D	ອ່ອນຫຼາຍ	(Very Poor)	50-54	1,00
F	ຕົກ	(Fail)	0-49	0,00
I	ບໍ່ສົບບູ (ຮຽນບໍ່ຄົບ)	(Incomplete)		

Place, Date/...../.....

Head of Department.....

Course Instructor

Dean of Faculty.....