

CE 2143 Alignment Document

HR1	Objective	Module Alignment
Obj. 1.a	Identify optimum staffing levels for mission and/or fleet changes	M2A
Obj. 1.b	Identify methods, resources and qualification requirements to assess workload activity (e.g., surveys, NBAA Management Guide, company guidelines, job descriptions, fatigue risk management, licensing, NBAA CAM Content Outline)	M2A
Obj. 1.c	Identify role and responsibilities for position (e.g., job description)	M4A
Obj. 1.d	Evaluate use of direct employees and independent contractors	M2A
Obj. 1.e	Utilize effective succession planning strategies	M1D, M1A, M4D
HR3	Objective	Module Alignment
Obj. 3.a	Determine recruitment strategies.	M2D, M3A
Obj. 3.b	Develop screening criteria.	M4A
Obj. 3.c	Recognize interview and selection techniques, processes and restrictions.	M4A
Obj. 3.d	Identify key elements of new employee orientation program.	M3D
Obj. 3.e	Utilize company resources.	M4A

Module 1

Assignment	Assignment Description	NBAA Objective
Discussion	Topics utilize succession planning; highest position; best practices for succession planning	1.e
Case Study	Reading The Business Tycoon; answer 3 questions	1.e

Module 2

Assignment	Assignment Description	NBAA Objective
Discussion	Prompt 1	3. a
Discussion	Prompt 2	3. a
Discussion	Prompt 3	3. a
Memo	Optimum staffing levels, figures in NBAA guide; Contract	1.a, b, d

Module 3

Assignment	Assignment Description	NBAA Objective
Discussion	Prompt 1	3.d

Discussion	Prompt 2	3.d
Discussion	Prompt 3	3.d
Written Paper	Recruiting Leadership; successful integration of new hire	3.a, d,

Module 4

Assignment	Assignment Description	NBAA Objective
Discussion	Prompt 1	1.e
Discussion	Prompt 2	1.e
Discussion	Prompt 3	1.e
Memo	Job description and list 2-3 requirements	1.c
Memo	3 interview questions that are legal to ask	3.c
Memo	Describe 2 screening criteria	3.b
Memo	List 3 possible recruitment resources	3.e