BizCare

MNO SPECIALISATION GUIDE



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WHAT IT ENTAILS

The Leadership & Human Capital Management specialisation equips students with skills and tools useful for assisting organisations in the **management of Human Resources (HR)** and **in leadership and management** paradigms to become leaders in a VUCA world.

Management-focused electives include **Crisis Management, Leading Groups and Teams, and Management of Employee Relations.** These skills are centered around realising the potential of employees' knowledge, skills, and abilities, as well as cost perspectives like Compensation & Benefits.

HR is a **broad field** that spans from a **HR generalist** to a **HR specialist**, some of which includes recruitment, consulting, training, learning & development, and compensation & benefits (and many more!).



HARD SKILLS

To be self-taught:

- **Microsoft Excel skills**
- **HR Analytics:** gathering, analysing, and reporting HR data to gain insights into the effectiveness of HR practices and enhance data-based decision making
- Knowledge of **MIS** (Management Information Systems)

SOFT SKILLS

- Able to adapt to changes in the workplace and provide the best response possible
- Good communicator and negotiator who is comfortable with settling disputes within organisations
- Awareness and understanding of decision-making tools
- Possess an open-mind to consider alternate perspectives in the workplace

MNO SPECIALISATION

COURSES

Compulsory core courses in order to specialise in MNO:

MNO1706: Organisational Behavior

MNO2705: Leadership and Decision-Making under uncertainty

MNO3701: Human Capital Management

MNO3702: Negotiation and Conflict Management

MNO3703: Leading in the 21st Century

Students are then required to choose 2 level 3000 and 2 level 4000 modules to complete the specialisation. **Below are some senior recommendations**:

MNO4761C: Talent Development and Performing with Impact

MNO3761A: Employee and Organisational Misbehaviors

MNO3761C: Crisis Management

MNO4314: Consulting to Management



Do check out the link attached to read up on the review for the respective modules!

Course Reviews

POPULAR MINORS / DOUBLE MAJORS / DOUBLE SPECIALISATIONS

Marketing:

Good integration of the different communication skills you have learnt
Especially relevant if you're interested in Corporate Branding and Talent Acquisition

Business Analytics:

Tech-savvy individuals highly sought after by companies
Useful in interpreting data drawn out in regard to employees
Ideal if you're comfortable with coding and mathematical formulations

Psychology

Added depth of knowledge into how people think
Helpful to a managerial & leadership role
Can help shape better-tailored HR policies



WORDS OF ADVICE

*“I would say to go in with an **open mind**! Be ready to be **curious** and **hungry** to learn and **truly understand** the role of the HR department in bringing out the **best** in an organisation’s human capital!”*

- Constance, Y3 MNO

*"People-centric perspectives will be core to your future role as a **manager & leader** in any field. Do not just shoehorn MNO mods as strictly HR - the **management-based** modules & **psychological findings** can better inform your decisions as a leader. To me, this is the "L" in L&HCM, which is often overlooked."*

- Darryl, Y3 DBA, DOS, MNO



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