



**THE KENYA SCHOOL OF LAW
PARALEGAL TRAINING PROGRAMME
(Academic Year 2021- 2022)**

COURSE OUTLINE PTP 203: FUNDAMENTALS OF OFFICE PRACTICE AND MANAGEMENT

COURSE INSTRUCTOR:

Ms. Margaret Mounde

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INSTRUCTION HOURS:

Thursday

CONSULTATION:

On Appointment

A. INTRODUCTION

This Course is aimed at furnishing students with the necessary tools to enable them to manage an office. Students are expected to appreciate the effect of Constitutional and other legal developments in Kenya; coupled with the effect of globalization and its impact on office management. The market is fairly competitive but we expect our students to have a competitive edge in this ever-changing environment. The needs and expectations of the client, in today's society, are more challenging than ever due to advancements in ICT and unprecedented increase in legal awareness. Upon completion of this course, students are expected to seamlessly fit in any office environment and confidently serve their clients who have diverse needs that require understanding of modern management practice.

Prerequisite: None

Contact Hours: 30

Purpose of the Course

To introduce students to the practice of office management.

Expected Learning Outcomes:

By the end of the course the students should be able to:

- 1) Define an office;
- 2) Discuss the duties and obligations of staff in an office;
- 3) Explain the various means of proper office organization;
- 4) Advantages of proper office organization; and
- 5) Discuss recruitment, maintenance and separation of staff.

B. COURSE CONTENT

1. General Introduction and Overview of the Course:

- a. Introduction and students' expectations;
- b. Introducing course contents / outline;
- c. Tools and equipment required;

2. Introduction to Office Administration and Management:

- a. Office defined;
- b. Types of offices;
- c. Role, Importance, Functions and Purpose of an Office;
- d. Office Staff and Duties;

3. Office Organization:

- a. Elements of Office Organization;
- b. Features of an Organization;

4. Principles of an Organization

5. Human Resources Management:

a. Nature, Scope and Strategies of a Successful Office;

- i. Human Resource Management;
- ii. Underpinning Theories of Human Resource Management;
- iii. Strategic Human Resource Management;
- iv. Human Resource Planning;
- v. Job analysis and Job Design;

b. Recruitment and Selection:

- i. Nature and Forms of Recruitment;
- ii. Sources of Recruitment;
- iii. Recruitment Process;
- iv. Steps of Selection;
- v. Selection Practice/Tools;
- vi. Selection Methods;
- vii. Induction, Placement and Socialization

c. Staff Development, Maintenance and Separation.

- i. Need for, Methods of and Process of Training and Development;
- ii. Career Development and Management;
- iii. Internal Mobility and Separation.