

# LEGAL PRACTICE MANAGEMENT

## HUMAN RESOURCE MANAGEMENT

### PROJECT QUESTIONS 2013

**Question 1- Firms 1A, 2B, 3C, 4D, 5E, 6F, 7G, 8H, 9A, 10B,11C, 12D, 13E, 14F, 15G, 16H**

#### STAFFING

Recruitment and selection are the foci. Discuss the scientific and legal issues from a managerial perspective and examines the usefulness of various methods used in job analysis, testing and measurement, and internal and external market analysis. Legislation regarding EEO and affirmative action programs should be discussed.

**Question 2 - Firms 2A, 3B, 4C, 5D, 6E, 7F, 8G, 9H,10A, 11B,12C , 13D, 14E, 15F, 16G, 1H,**

#### TRAINING AND DEVELOPMENT

Discuss the theories and techniques of training and development from strategic and operational perspectives. Emphasis should be placed on employee needs assessment, program design, implementation and evaluation. Learning theories and long-term development for global competitiveness should also be incorporated.

**Question 3- Firms3A, 4B, 5C, 6D,7E, 8F,9 G,10H,11A,12B,13C,14D,15E,16F,1G,2H**

#### COMPENSATION AND BENEFITS

Undertake an in-depth examination of pay and benefit theories and practices. Analyze job evaluation techniques, salary surveys, individual and group performance-based pay, as well as insurance and pension plan administration.

**Question 4- Firms 4A, 5B, 6C, 7D,8E, 9F,10G,11H,12A,13B,14C,15D,16E,1F,2G,3H**

#### EMPLOYEE AND LABOUR RELATIONS

Evaluates the current environment of employee and labor relations. Compare and distinguish the differences between employee relations and labor relations environments. Areas such as handbooks

versus contracts, employee discipline versus grievance procedures, and workplace compliance laws should be discussed.

**Question 5- Firms 5A, 6B, 7C, 8D,9E, 10F,11G,12H,13A,14B,15C,16D,1E,2F,3G,4H**

#### STRATEGIC HUMAN RESOURCE

Investigate the strategic management process from the HR perspective. Emphasis on strategic HR, strategic alignment, balanced scorecard and competitive strategic analysis. Intensive use of case analysis.

**Question 6- Firms 6A, 7B, 8C, 9D,10E, 11F,12G,13H,14A,15B,16C,1D,2E,3F,4G,5H**

#### OFFICE MANAGEMENT

'Modern organizations require managers who are well grounded in theory and best practices in management as a discipline'. With this in mind, present a critical evaluation of the following theories of management;

- i) The scientific theory,
- ii) The bureaucratic theory and
- iii) The human relations theory, outlining the key principles in each.

**Question 7- Firms 7A, 8B, 9C, 10D,11E, 12F,13G,14H,15A,16B,1C,2D,3E,4F,5G,6H**

#### PERFORMANCE MANAGEMENT

Performance management aims at developing employees with the required commitment and competencies for working towards the achievement of an organization objective within the stipulated framework. Discuss and ensure to embrace areas on operations management based on performance management objectives and reward management.

**Question 8- Firms 8A, 9B, 10C, 11D,12E, 13F,14G,15H,16A,1B,2C,3D,4E,5F,6G,7H**

#### OFFICE PRACTICE MANAGEMENT

It is critical that an advocate understand and appreciate the diversity of legal practice management. Critically evaluate legal administration and practice management guided by relevant statutes and the theory in office practice management.

## Project Guidelines

### The projects should:-

1. Be not less than 15 typed double spaced pages.
2. Be typed using Palatino Linotype font size 12. Please note that the page guideline excludes the title page and the reference lists page(s).
3. Be typed on one face of each paper.
4. Be bound
5. Include:
  - a. Title Page
  - b. Table of Content
  - c. Acknowledgement
  - d. Declaration
  - e. Introduction
  - f. Main Body
  - g. Conclusion
  - h. References
6. Be reduced to PowerPoint of no more than 10 slides and be ready for class presentations from 19<sup>th</sup> March, 2013
7. **Be submitted to the Registry on or before: 30<sup>th</sup> June 2013 at 5.00 p.m.**

**See the following example of layout:**

a. Title Page

Project/Paper Title

(Exactly as given in the question)

By

Author (Firm)

Course Title

Programme

Kenya School of Law

Presented To

Lecturer

Date

Example

**Conceptualize the term Employee Discipline and  
Explain How it Should be Managed to Enhance  
Productivity in an Organization**

By

**Firm 20X**

**Legal Practice Management  
Advocates Training Programme  
Kenya School of Law**

Presented To

**Mr. Andrew Barclays**

**June, 2014**

- b. Table of Content (own page)
- c. Acknowledgement (own page)
- d. Declaration (own page)

Example

I declare that this project is my original work and that this study has not been published and or submitted for any other award to any other university or college before.

**Authors' List and signatures**

Introduction, Main Body and Conclusion (15> pages)

## REFERENCES (Start on a new page)

### Example:

Author 1, A1, Author 2, A. 2.,(Year).*Title title(Xthed.)*. City: Publisher.

Cheron, V., Perminder, M., & Loveday, K. (2005). Student perceptions of instructional strategies: Voices of English language learners with disabilities. Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota.(ED495903). Retrieved on April 15, 2012 from [http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content\\_storage\\_01/0000019b/80/29/e4/7c.pdf](http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/29/e4/7c.pdf)

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel- distributed processing approaches. *Psychological Review*, 100(4), 589-608.

Effects of labour laws to the employer. (2001, August 3). *The Daily Nation*, 25-26.

Gorman, A. (2007, June 25). A twisted route to gain legal status for adoptive children. *Kenya Times*, p. 28. Retrieved from ProQuest Kenya Times database.

GVU's 10th WWW user survey.(n.d.). Retrieved August 19, 2005, From [http://www.cc.gatech.edu/user\\_surveys/survey-1998-10/](http://www.cc.gatech.edu/user_surveys/survey-1998-10/)

*Guidelines and application form for directors, 1990 summer seminar for law teachers.* (1988). Kisumu:  
National Endowment for the Humanities.