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HUMAN RESOURCE MANAGEMENT

Functions, Applications, and Skill Development



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skills Each primary content area listed in the Society of Human Resource Management Curriculum Guidebook 2010 for undergraduate students is identified in the text where the material is covered. The authors provide six types of high quality applications that use concepts to develop students critical thinking skills Four types of skill building exercises develop HR management skills that can be utilized right away in students professional and personal lives Fundamentals of Human Resource Management Robert N. Lussier, John R. Hendon, 2017 **Human Resource Management** Yousif Maalderink, 2014-11-20 Human Resource Management HRM is the function within an organization that focuses on recruitment of management of and providing direction for the people who work in the organization HRM can also be performed by line managers HRM is the organizational function that deals with issues related to people such as compensation hiring performance management organization development safety wellness benefits employee motivation communication administration and training HRM is also a strategic and comprehensive approach to managing people and the workplace culture and environment Effective HRM enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organization s goals and objectives Human Resource Management 9 1 1 Meaning of Human Resources 9 1 2 Human resource functions 9 1 3 Organization culture 9 1 4 Human resource activities in management 10 1 5 HR specialists 11 1 6 Strategic aspects of HRM 12 1 7 The HR manager 12 1 8 Industrial relations 13 1 9 The role of HR department 13 1 10 Effects of a good HR policy 15 1 11 Responsibilities of HR department 15 2 Manpower planning recruitment and selection 18 2 1 Expansion of organization 18 2 2 HR or manpower planning 18 2 3 Self regulatory manpower control 21 Problems caused by expansion of organization 22 2 5 Scientific management 22 2 6 Organization and Method Studies O M Studies 23 2 7 Recruitment 24 2 8 Policy of recruitment 24 2 9 Recruitment process 26 2 10 Selection 30 3 Induction Training and Employee Development 34 3 1 Induction 34 3 2 Training and development 36 3 3 Need and benefits of training 36 3 4 Types of training programmes 37 3 5 Training and development methods 38 3 6 Characteristics of a good training programme 38 3 7 Designing the training programme 39 3 8 Evaluation of training 40 4 Health Safety Security and Welfare 43 4 1 HR department's responsibilities 43 Fire prevention and fire fighting 46 4 3 Medical facilities 48 4 4 Safety and security officers 49 4 5 Prevention of theft and pilfering 49 4 6 Employee welfare 49 5 Motivation Employee Counseling Resignations and Retirement 52 5 1 Motivation 52 5 2 Style of management 52 5 3 Changes in management attitudes 53 5 4 Contributors and theorists 53 5 5 Motivation strategies 57 5 6 Managerial styles in HR management 59 5 7 Disciplinary action 59 5 8 Employee counseling 60 5 9 Equal Opportunity Policy 61 5 10 Resignations 62 5 11 Retirement 63 Executive Education 6 Performance Appraisal 64 6 1 Purpose of Performance Appraisal 64 6 2 Importance of Performance Appraisal 65 6 3 Steps in Appraisal 65 6 4 Methods techniques and tools 66 7 Remuneration 75 7 1 Remuneration policy 75 7 2 Systems of remuneration 76 7 3 Standard employee benefits 77 8 Personnel Records and Statistics 79 8 1 Need for Personnel Records 79 8 2 Information in Personnel Records 79 8 3 Formats of Personnel Records

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(Vantage Shipped Access Card) + Lussier, Fundamentals of Human Resource Management: Functions, Applications, and Skill Development 3e (Loose-Leaf Robert N Lussier, 2023-03 Encyclopaedia of Applied Human Resource Management Asta Savaneviciene, Odogwu Christopher Chidi, San Qing Wu, 2016-04 **Human Resource Management: Functions, Applications and Skill Development** Scarlett Jones, 2022-09-27 The effective management of people in an organization is termed as human resource management It is a sub field of general management which focuses entirely on managing human resources Its key objective is to maximize employee performance to provide a competitive advantage to businesses Some of the various aspects of human resource management are employee recruitment performance appraisal employee benefits design reward management and training and development mechanisms. These tools are used for the effective management of people within organizations Human resource management also deals with industrial relations and organizational changes which arise from collective bargaining and government policies This book presents the complex subject of human resource management in the most comprehensible and easy to understand language The topics included herein on this discipline are of utmost significance and bound to provide incredible insights to readers Those in search of information to further their knowledge will be greatly assisted by this book Fundamentals of Human Resource Management Robert N. Lussier, John R. Hendon, 2023-01-24 Fundamentals of Human Resource Management Functions Applications and Skill Development Third Edition helps students of all majors build the skills they need to recruit select train and develop people Bestselling authors Robert N Lussier and John R Hendon explore the important strategic function HR plays in today s organizations A wide variety of applications online self assessments and experiential exercises keep students engaged and help them see the relevancy of HR as they learn skills they can use in their personal and professional lives The Third Edition includes 13 new case studies and new coverage of virtual and flexible work resulting from the COVID 19 pandemic the long lasting effects the pandemic has had on women in the workforce artificial intelligence use within HR and diversity and inclusion

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