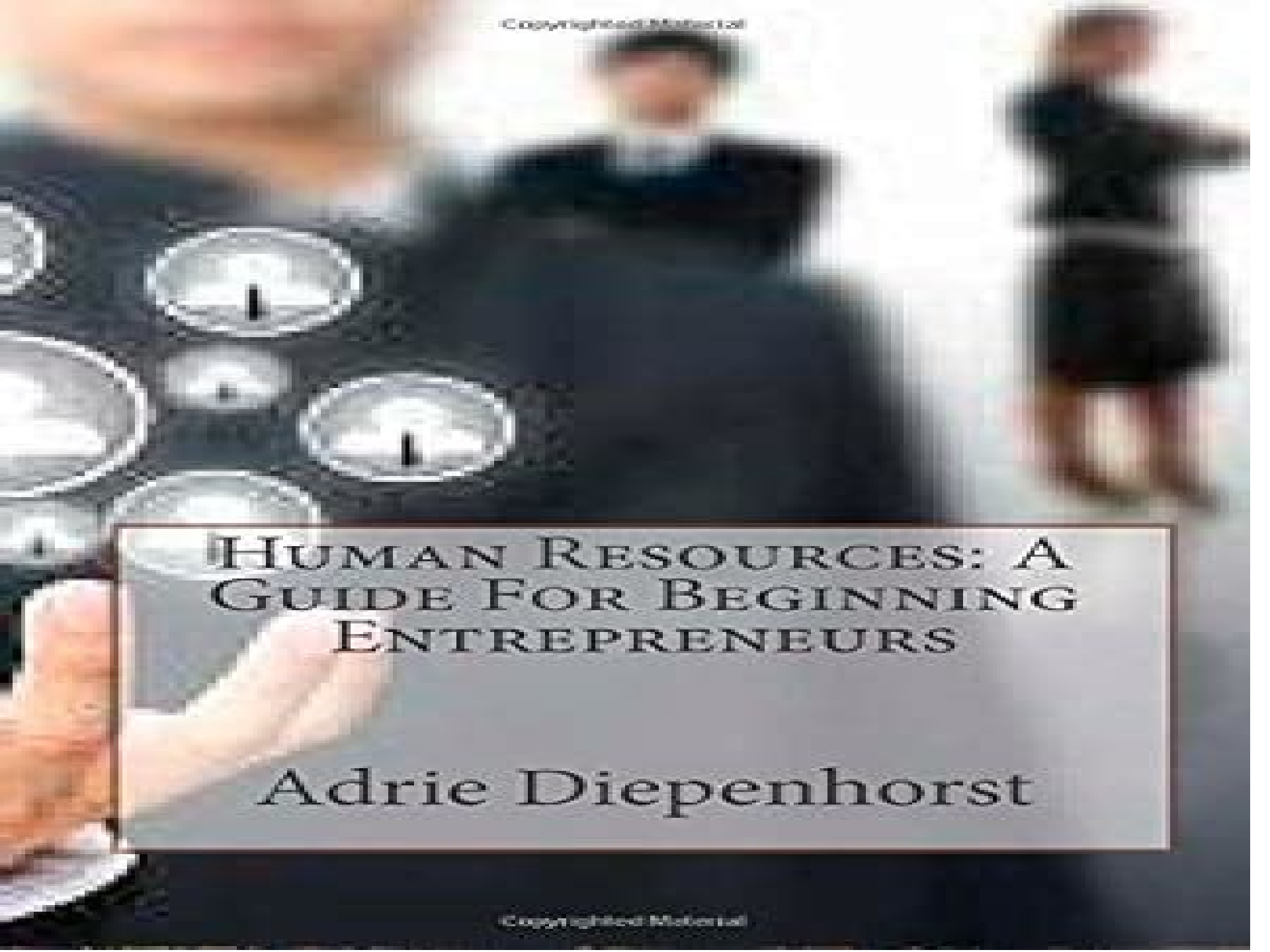




HUMAN RESOURCES: A GUIDE FOR BEGINNING ENTREPRENEURS

Adrie Diepenhorst

Human Resources A Guide For Beginning Entrepreneurs

Judd E. Hollander



Human Resources A Guide For Beginning Entrepreneurs:

Human Resources Adrie Diepenhorst, 2014-11-26 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 80 8 4 Reports 83 8 5 Learning Organizations 84 9 Industrial Relations 85 9 1 Trade Unions 85 9 2 Collective bargaining 85 9 3 Industrial action 85 9 4 Joint consultation 86 9 5 Staff Associations 86 9 6 The Role of HR Manager 86 10 References 87

The Essential HR Guide for Small Businesses and Startups Marie Carasco, William Rothwell, 2020-04-20 Small businesses often lack fully staffed HR teams but not the need for smart HR practices This practical guide offers ready to use

tools examples and resources to help small business owners and startup leaders manage HR with confidence Covering everything from legal compliance and risk assessment to performance management engagement and leadership development it provides the nuts and bolts for building a healthy organizational culture Readers will find guidance on policy development best practices and cultivating workplace environments that support growth and retention Ideal as a go to desk reference this book equips small organizations with the HR know how they need without the big budget *Entrepreneurship Guide for Beginners From Mindset to Launch and Growth* Suhas,2025-11-06 Entrepreneurship Guide for Beginners From Mindset to Launch and Growth Are you ready to turn your idea into a thriving business but don t know where to start Entrepreneurship Guide for Beginners is your complete roadmap from building the right mindset to launching and growing your first venture This book breaks down the entrepreneurial journey into clear actionable steps You ll learn how to think like an entrepreneur generate and validate business ideas create a strong business model and bring your product or service to life Packed with practical strategies real world examples and growth tips it helps you move from dreamer to doer confidently and effectively Inside you ll discover How to develop an unstoppable entrepreneurial mindset Proven methods to find and validate profitable business ideas Step by step guidance to plan launch and grow your business Essential marketing branding and customer building strategies How to manage challenges scale smartly and stay ahead in the market Whether you re a student aspiring entrepreneur or first time founder this guide will help you build a strong foundation for success from your first idea all the way to sustainable growth Start your journey today Build your mindset Launch your dream Grow your business *The Essential HR Guide for Small Businesses and Startups* Marie Carasco,William J. Rothwell,2020 Provides easy an easy to use practitioner based reference guide to build expand and improve fundamental human resource practices to integrate HR as a strategic component in the success of small businesses and start up companies Features include HR essential policies and practices with adaptable tools and templates Talent management strategies for small companies start ups Change management strategies during expansion and growth A supplemental professional development assessment for leaders managers **Managing Human Resources In Smes And Start-ups: International Challenges And Solutions** Leo-paul Dana,Naman Sharma,Vinod Kumar Singh,2022-06-21 Human resources are the most important and costliest assets in businesses of any nature and size no matter where they are based in the world Talent management is a key managerial function in MNCs and other organisations with a global presence but its importance in small businesses and start ups cannot be overlooked At its most basic level managing people in small businesses encompasses compliance with the applicable labour laws hiring and creating a channel for dealing with employee issues The price of not having the right employees in a small business can be extremely high Workers who are inefficient or in the wrong role can have critical consequences on the sustainability of a small business While most entrepreneurs focus on marketing finance operations and customers in their initial stages this means that they at times fail to establish and address their HR function and the associated challenges that

if overcome may help the organisation to meet all of its targets This book aims to highlight these HR challenges and shed new light on how to answer them **Resources in Education** ,2001-10 **People Operations** Jay Fulcher,Tracy Cote,Kevin Marasco,2021-05-24 How the Best Companies are Skipping HR and Winning the Future of Work with People Ops People Operations Automate HR Design a Great Employee Experience and Unleash Your Workforce explains how leaders at small and medium sized businesses can stop spending time on HR administration paperwork and start focusing on the peoplework that truly fuels employee growth and productivity Authors Jay Fulcher Kevin Marasco Tracy Cote of Zenefits the leading people operations platform provide readers with a playbook for creating a massive competitive advantage by eliminating antiquated approaches to HR The book takes a look at how work has changed and what companies need to do about it and the new approach they must take to processes systems and best practices You ll learn how to eliminate busywork and hassle and how to use that newfound time and capital to empower your biggest asset your people You ll receive the end to end guide to Digitizing legacy HR functions Using robots for the busywork you hate Employing software to design and improve your employee experience Assembling and empowering your people team Utilizing the included plans and templates to guide each stage of your business transformation Perfect for managers leaders small business owners and executives People Operations is perfect for anyone who wants to optimize HR maximize their workforce investment support their employees and modernize their business Examining Green Human Resources Management and Nascent Entrepreneurship Tunio, Muhammad Nawaz,Qureshi, Muhammad Asif,Qureshi, Jawaid,2024-10-22 Human factors play a large role in the environmental effectiveness of organizational and entrepreneurial sustainability Emphasis on green human resource management HRM has resulted in the development of green practices which are both environmentally and socially sustainable resulting in increased company stakeholder value Companies that explore sustainable entrepreneurship that is also ecologically responsible may apply proactive strategies towards ecological sustainability guided by their management goals Further research is necessary to redefine green HRM while examining the benefits of sustainable goals on organizational activities Examining Green Human Resources Management and Nascent Entrepreneurship explores the impact of organizations which practice environmental sustainability in human resources with emphasis on the importance of sustainable development in business It addresses the concept of green human resource management for businesses and entrepreneurs that want to be environmentally conscious This book covers topics such as consumer science digital technology and entrepreneurship and is a useful resource for managers business owners human resources professionals economists academicians scientists and researchers **The Entrepreneur's Information Sourcebook** Susan C. Awe,2012-01-16 For 21st century entrepreneurs this book provides the practical guidance they need to overcome the often intimidating challenges of starting organizing and running a new business effectively and efficiently The economic downturn has many individuals considering going into business for themselves rather than relying on an employer for their income

Unfortunately according to data from the Small Business Administration the odds of long term success are against them 69 percent of businesses do not last past seven years and 56 percent fail in less than four This book provides entrepreneurs with a comprehensive guide to the resources they need or will likely want to consult when starting a small business and in order to stay profitable over the long run The Entrepreneur s Information Sourcebook Charting the Path to Small Business Success Second Edition provides the expert guidance and up to date print and web resources an entrepreneur may need to make his business thrive and grow from inception and information gathering to raising capital to marketing methods and human resource concerns Nearly half of the resources in this newly updated book are new and the essays have also been updated to reflect current business practices This book is an essential tool that provides quick and easy access to the information every small business owner needs

Entrepreneurial Ecosystems for Tech Start-ups in India M H Bala

Subrahmanya,2021-01-18 Why do tech start ups emerge rapidly in emerging economies like India What kind of entrepreneurial ecosystems have evolved for tech start up promotion What is their structure What role do they play in the nurturing of tech start ups to the advantage of regional economies This book examines the trend of evolving entrepreneurial ecosystems for tech start ups in India ascertains its structure and examines its role in the nurturing of tech start ups over its lifecycle to bring out its implications for Indian economy At the outset it traces and conceptualizes what it terms an ideal ecosystem for tech start ups in the Indian context and explores the historical evolution of entrepreneurial ecosystems in two of the six leading start up hubs in the country namely Bangalore and Hyderabad It describes the characteristics and the structure of these ecosystems as they prevailed in the two start up hubs and analyses the role that they play in nurturing the development of tech start ups Finally this book explores the ecosystem gaps that exist in the two cities the factors causing these gaps and makes policy recommendations to encourage the growth of a healthy and vibrant entrepreneurial ecosystem for the accelerated growth of tech start ups in these two cities in particular to promote employment innovation and economic growth in the country at large Policy makers researchers engineering and management students technology and business mentors angels venture capitalists and MNC executives will find the book informative revealing and a source of valuable insights into a new rapidly emerging entrepreneurial India

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