# **Human Resource Management**

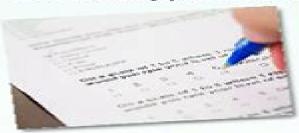
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Hendon, 2017 Human Resource Management Yousif Maalderink, 2014-11-20 Human Resource Management HRM is the function within an organization that focuses on recruitment of management of and providing direction for the people who work in the organization 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 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 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

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#### Table of Contents Human Resource Management Functions Applications And Skill Development

- 1. Understanding the eBook Human Resource Management Functions Applications And Skill Development
  - The Rise of Digital Reading Human Resource Management Functions Applications And Skill Development
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Human Resource Management Functions Applications And Skill Development
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Human Resource Management Functions Applications And Skill Development
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Human Resource Management Functions Applications And Skill Development
  - Personalized Recommendations
  - $\circ \ \ \text{Human Resource Management Functions Applications And Skill Development User Reviews and Ratings}$
  - Human Resource Management Functions Applications And Skill Development and Bestseller Lists
- 5. Accessing Human Resource Management Functions Applications And Skill Development Free and Paid eBooks
  - Human Resource Management Functions Applications And Skill Development Public Domain eBooks

#### Human Resource Management Functions Applications And Skill Development

- Human Resource Management Functions Applications And Skill Development eBook Subscription Services
- Human Resource Management Functions Applications And Skill Development Budget-Friendly Options
- 6. Navigating Human Resource Management Functions Applications And Skill Development eBook Formats
  - ePub, PDF, MOBI, and More
  - Human Resource Management Functions Applications And Skill Development Compatibility with Devices
  - Human Resource Management Functions Applications And Skill Development Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Human Resource Management Functions Applications And Skill Development
  - Highlighting and Note-Taking Human Resource Management Functions Applications And Skill Development
  - Interactive Elements Human Resource Management Functions Applications And Skill Development
- 8. Staying Engaged with Human Resource Management Functions Applications And Skill Development
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Human Resource Management Functions Applications And Skill Development
- 9. Balancing eBooks and Physical Books Human Resource Management Functions Applications And Skill Development
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Human Resource Management Functions Applications And Skill Development
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resource Management Functions Applications And Skill Development
  - $\circ \ \ Setting \ Reading \ Goals \ Human \ Resource \ Management \ Functions \ Applications \ And \ Skill \ Development$
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resource Management Functions Applications And Skill Development
  - Fact-Checking eBook Content of Human Resource Management Functions Applications And Skill Development
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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