

DATE 17 09 2020.

Human

- People
- Workforce
- Employees
- Workers

Resources

- means
- Sources
- ways
- Directions

Management!

- getting things done in a proper way
- systematic way!
- effective way

→ [planning, organizing, summarizing, leading]

Human resource management is all the managing / people in effectively and efficiently (minimum input maximum output).

Effectively [perfect occurrence]

Organization;

A group of people working in same work for same goal.

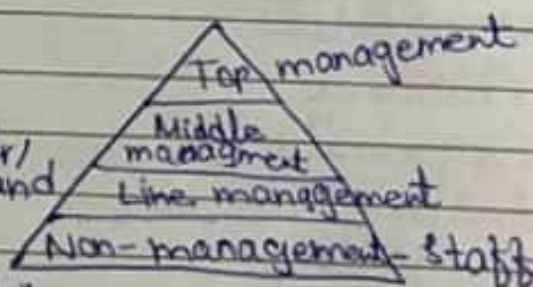
Categories of organization;

People Purpose Structure.

Authority: Power to make decision.

• Line authority: I [Vertically] ^{order/} command

• Staff authority: I → [Horizontal] can't ^{use} personal advice. no commands.



HRM

DATE 18 09 2020

Human Resource Management: HRM is the process of acquiring training, appraising and compensating employees and attending to their labour relations, health and safety and fairness concerns.

- Goals:
 - To maximize the wealth
 - To earn targeted profit
 - Revenue [setting of target]

Expansion: Assessment of Employees
Enhancement of business

Compensation; Motivation of employees [Advantages, Rewards]

Organizational Goals; Goals is defined as an "Intermediate result to be achieved by a certain time as part of the grand plan. A plan can, there for have many goals."

Attending to their labor relations;
Labor relation makes positive, set environment,

Managerial:

- Planning:
- Organizing:
- Leading:
- Controlling:

Planning:

- Establishing goals and standards
- Developing rules and procedures
- developing plans and forecasting

Organizing:

- Giving tasks to each subordinate
- Establishing departments
- Delegating Authority to subordinates

Main function of HRM:

- ① Managerial
- ② Operative

Operative

- Acquiring
- Training
- Appraising
- Compensation
- Labour Relation
- Health & Safety
- Fairness concern

Leading:

If we don't have a good manager our staff will not be managed and motivated - without motivation we can't perform our good leader should be able -

Control:

Check and balance, supervise, monitor

Operative:**Acquiring:**

How we can higher employees, Corridnotes convert int employees.

Training:

To keep something

Appraising:

Assessment of employees performance,

Compensation:

Benefits and rewards [Intensive, Extensive rewards.

Extensive: Financially links / rewards; Non-financially

Intensive: Just appreciate

to Labour Relations:

Move towards positive without group

Health / Safety:**Fairness concerns:**

Equality with discrimination

Disc

Home assignments:

- (Asps) Application Service provider
- web portals
- Internet & network comm monitoring software
- Data ware house and Analytical program
- Electronic signature [
- Electronic bill payment
- Streaming desktop

3 column

a) Technology

b) Use

c) How it is useful for HSM?

Activity: Making software Home "Graphic designing"



Top management: owner & partners

M-Management: Manager

Low-Management: Staff [Manager of staff]

Non-Management staff: employee workers

Chapter No 5

Human Resource planning:

- Process of determining an organization's human resource needs

Human resource planning is the employment process by which an organization ensures that it has the right number and kind of people

An organizational framework:

Objective and goal:

SWOT analysis:

- Strength
- Weakness
- Objectives / opportunities
- Threats

Job analysis:

Human Resource Information Systems;
Data base management system where
we can store information about employees

Recruitment:

Hiring employees O & S

Decruitment:

Out employees S & D

5th Oct, 2020

Monday

Job Analysis

Provides information about jobs currently being done and the knowledge, skills, and abilities that individuals need to perform the jobs adequately.

Job Description:

A job description is a written statement of what the jobholder does, how it is done under what conditions and why.

A statement indicating what a job entails.

Job Specification:

Individual Interview method:

Group Interview method:

→ is a list of job duties, responsibilities, reporting relationship, working conditions, supervisory responsibilities

Job specification: The job specification states the minimum acceptable qualification that the incumbent must possess to perform the job successfully. Based on information acquired through job analysis, the job specification identifies pertinent knowledge, skills, education, experience etc.

Job Analysis Methods: Technical conference method, Interview method.

- Observation Method
- Individual Interview Method
- Group Interview Method
- Structure questionnaire Method
- Diary Method

Observation Method: Manager direct visit, it provides first hand information.

Types of interview:

- 1) one-to-one
- 2) one-to-many
- 3) many to many
- 4) many-to-one

Individual Interview Method:

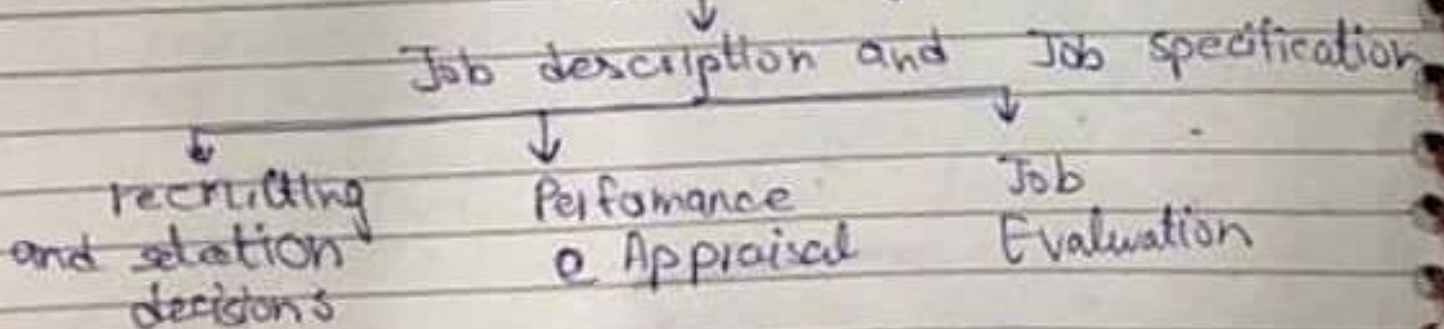
- 1) one-to-one
- 2) Many to-one

Group Interview method:

Technical conference method: Is a job analysis technique that involves extensive input from the employee's supervisors.

Diary Method: A job analysis method requires daily activities.

Job analysis



Job analysis / Job description / Job specification

- 1- Recruiting
- 2- Selection
- 3- Human Resource Planning
- 4- Employee Training
- 5- Employee development
- 6- Career development
- 7- Performance Mgt
- 8- Compensation
- 9- Safety and health
- 10- Labor relation

Job Design:

Job Enrichment:

Fredrick Herzberg

- Expanding job content to create more opportunities.
- The best way to motivate the employees is through "Job enrichment".

Skill Variety: allowing workers to use different skills and talents.

Autonomy: workers have some control over their job.

Feed back from the job itself: the job includes some opportunities to show the worker if the tasks are done properly.

cost is necessary to advertisement

DATE

Rot Job Rotation: Job rotation means systematically moving workers from one job to another.

Chapter No 6 Recruiting

Recruiting is discovering potential applicants for actual and anticipated organization vacancies.

Recruiting Goals:

First Goal: To communicate the position in such a way that qualified job seekers respond. [To attract the qualified person]

Second Goal: (To discourage the unqualified person) Factors:

- Organization Image [poor image, low quality]
- Government Influence [age restriction, gender, religion]
- Job Attractiveness [To attract qualified]
- Internal Organization Politics: [When I.O.P is not beneficial]
- Recruitment cost: [they provide not not improved skills]

Recruitment sources:

1) Internal Search: [promote - from-within-whenever concept]

2) External Search:

Internal Search factors:

- good public Relations
- Build morale
- Encourage individuals who are qualified and ambitious

For achieving goals we want external Search and internal Search / recruitment

statement
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