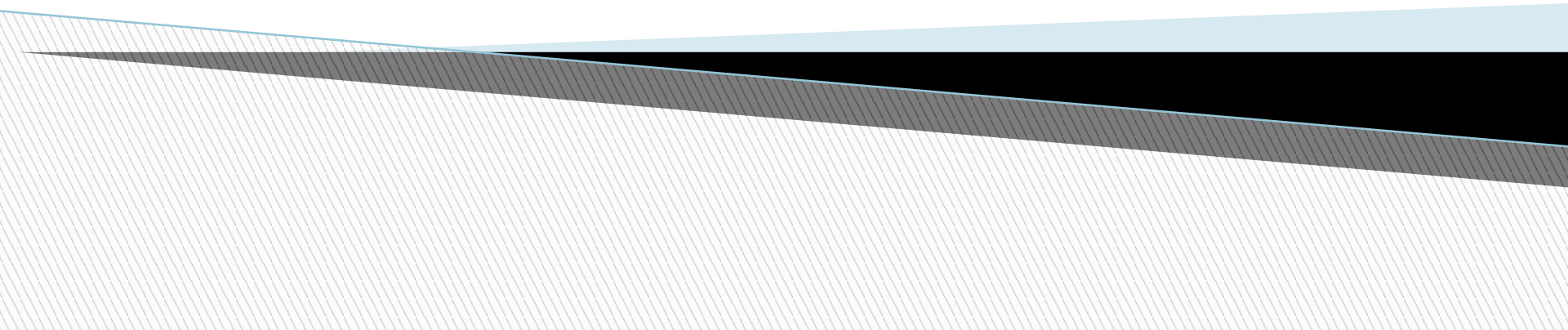
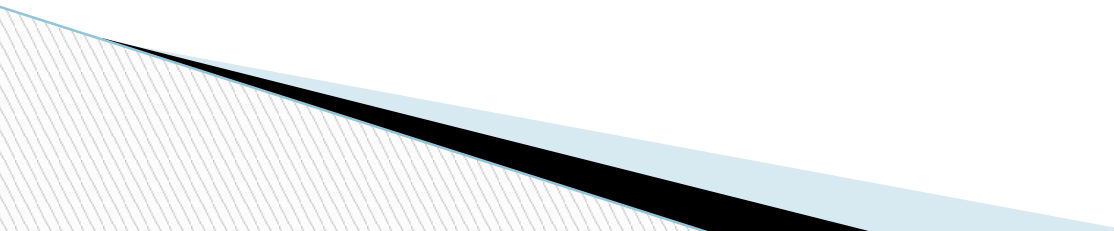


HRM

Introduction to Human Resource Management



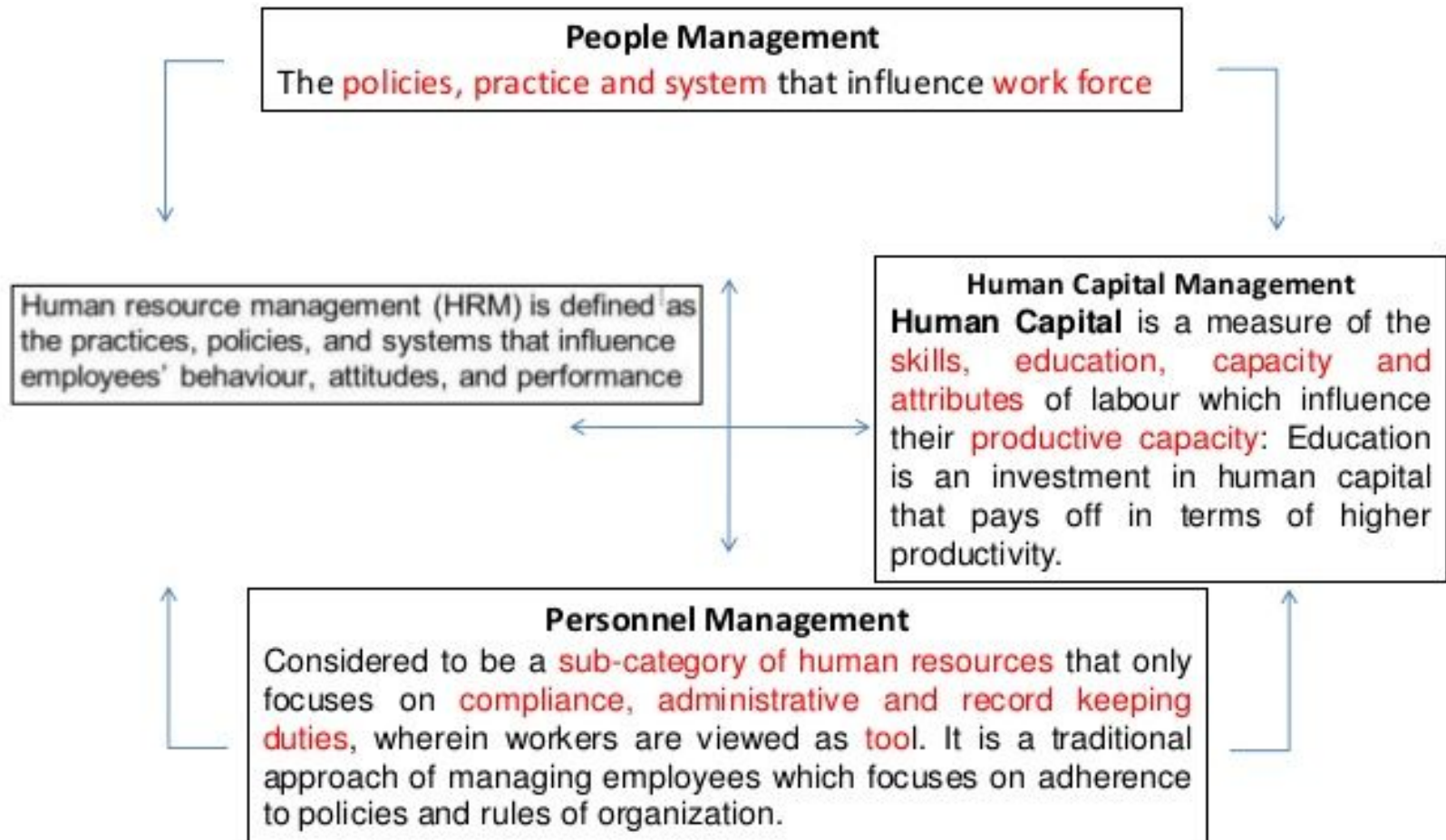
Topics

- Meaning of HRM
 - Definition of HRM
 - Scope of HRM
 - Objectives of HRM
 - Functions of HRM
 - Role of HR Manager
 - Qualities of HR Manager
- 

What is HRM?

- HRM is concerned with the people's dimension in the organization
- Facilitating the competencies and retention of skilled force
- Developing management systems that promote commitment
- Developing practices that foster team work
- Making employees feel valued and rewarded.

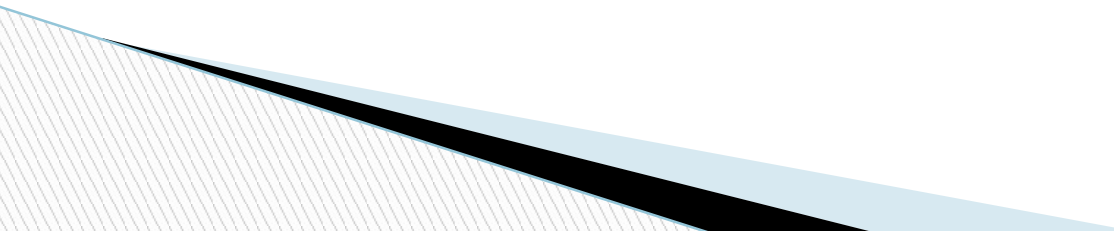
HRM concepts



Definition

- HRM refers to acquisition, retention, motivation and maintenance of Human Resources in an organization.
- HRM is the planning, organising, directing & controlling of the procurement, development, compensation integration, maintenance and separation of human resources to the end that individual, organizational and social objectives are accomplished.

How do Personnel Management Is different from HRM

- Personnel means persons employed.
 - personnel management views the man as economic man who works for money or salary.
 - Human resources management treats the people as human beings having economic, social and psychological needs.
- 

Objectives of HRM

- **Societal objectives**

To be ethically & socially responsible to the needs of the society while minimizing the negative impact of such demands upon the organization

- **Organizational objectives**

To recognize the role of HRM in bringing about organizational effectiveness

- **Functional objectives**

To maintain the department's contribution at a level appropriate to the organization's needs

- **Personal objectives**

To assist employees in achieving their personal goals in a manner that their personal goals enhance the individual's contribution to the organization

Objectives of HRM



Personal Objectives

**1.Training
Development**

2.Placement

3. Compensation

4.Performance Appraisal

5.Follow-up-action

ORGANISATIONAL	
1. HR Planning	
2. selection	
3. Inter personal Relation	
4. Assessment	

SOCIAL		
1. Legal complaint.		
2. Benefits		
3. Union management relation		

Functions of HR

```
graph TD; A[Functions of HR] --> B[MANAGERIAL FUNCTIONS]; A --> C[OPERATIVE FUNCTIONS]; B --> B1[Planning]; B --> B2[Organising]; B --> B3[Directing]; B --> B4[Controlling]; C --> C1[Staffing]; C --> C2[Development]; C --> C3[Compensation]; C --> C4[Motivation]; C --> C5[Maintenance]; C --> C6[Integration]; C --> C7[Emerging Issues];
```

MANAGERIAL FUNCTIONS

Planning
Organising
Directing
Controlling

OPERATIVE FUNCTIONS

Staffing
Development
Compensation
Motivation
Maintenance
Integration
Emerging Issues

Operative functions of HR

STAFFING

Job analysis, HRP, Recruitment, Selection, Placement, Induction, Internal Mobility

DEVELOPMENT

Competency profiling, Training and development, Performance & potential management, Career management, 360 degree feedback

COMPENSATION & MOTIVATION

Job design, Work scheduling, Job evaluation, Compensation administration, Incentives and benefits

Operative functions of HR (contd.)

MAINTENANCE

Health, Safety, Welfare, Social security

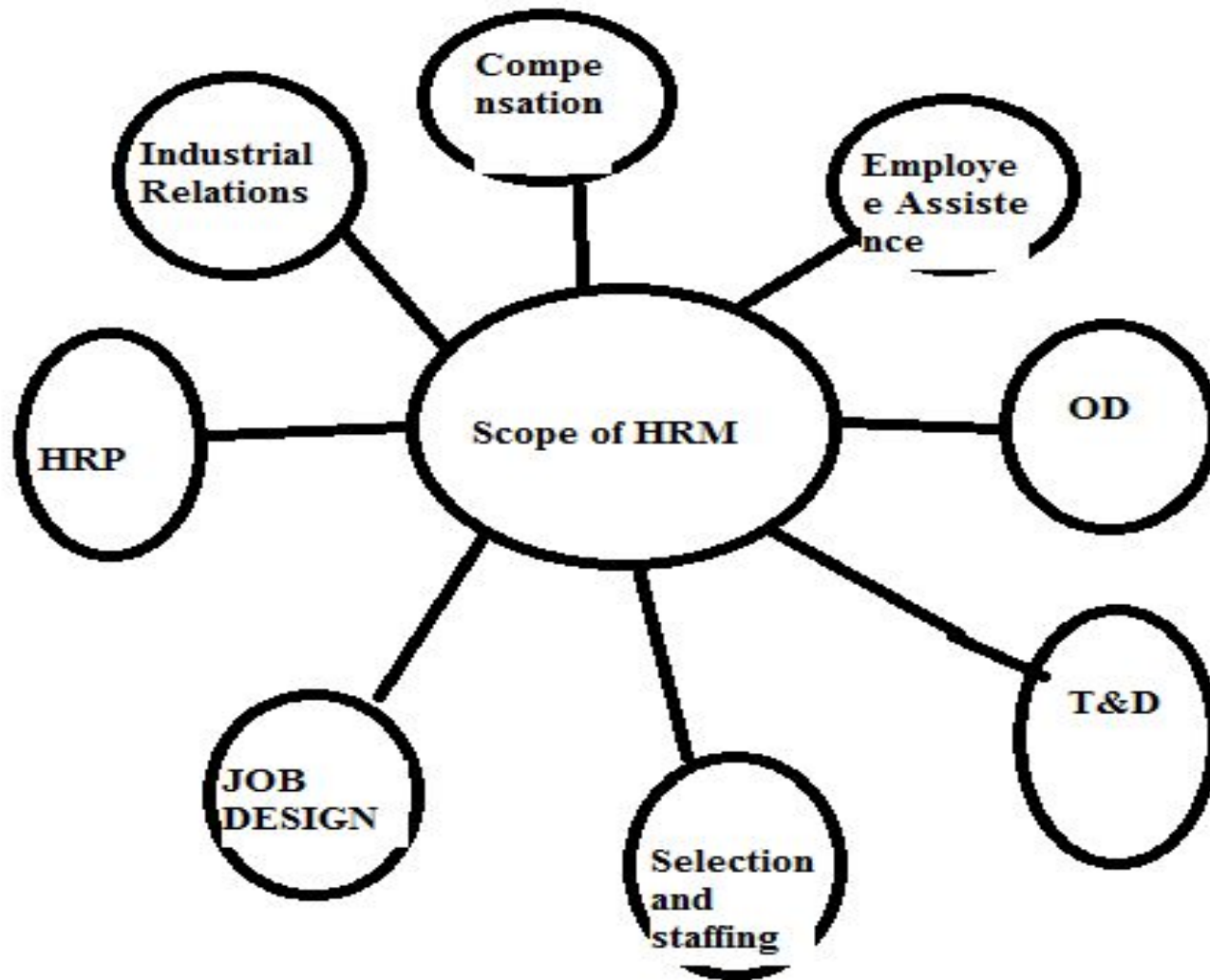
INTEGRATION

Employment relations, Grievance, Discipline, Trade unions, Participation, Collective bargaining

EMERGING ISSUES

HRIS, HR audit, HR scorecard, International HRM, Workforce Diversity

Scope of HRM



Role of HR Manager

Conscience Role

Counsellor

Mediator

Spokes Man

Problem solver

Change Agent

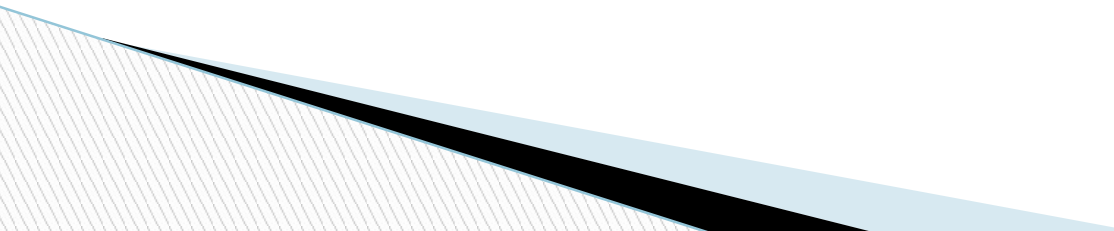
Role of HR Manager

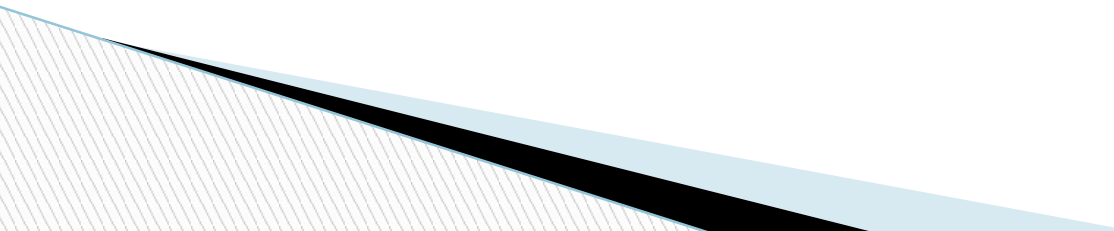
▣ Conscience Role

The conscience role is that of a humanitarian who reminds the management of its morals and obligations to its employees.

▣ Counsellor

Employees who are dissatisfied with the present job approach the HR manager for counselling. In addition, employees facing various problems like marital, health, children education/marriage, mental, physical and career also approach the HR managers. The HR Manager counsels and consults the employees and offers suggestions to solve/overcome the problems.

- **The Mediator:** As a mediator, the HR manager plays the role of a peace-maker. He settles the disputes between employees and the management. He acts as a liaison and communication link between both of them.
 - **The Spokesman:** He is a frequent spokesman for or representative of the company.
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- ▣ **The Problem-solver:** He acts as a problem solver with respect to the issues that involve human resources management and overall long range organisational planning.
 - ▣ **The Change Agent:** He acts as a change agent and introduces changes in various existing programmes.
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Qualities of HR Manager

Personal Attributes

Professional
Attributes

Personal Attributes

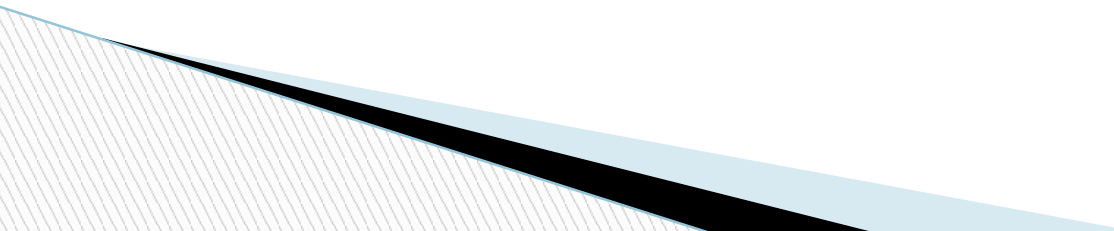


The diagram consists of three teal-colored rectangular boxes with thin white borders. Two boxes are positioned at the top, side-by-side, and a third box is centered below them. The top-left box contains the text 'Intelligent', the top-right box contains 'Discriminating Skills', and the bottom-center box contains 'Executing Skills'. The entire diagram is set against a white background with a decorative pattern of thin, light-blue diagonal lines in the bottom-left corner.

Intelligent

Discriminating Skills

Executing Skills

- Intelligence: This includes skills to communicate, articulate, moderate, understand etc., command over language, mental ability and tact in dealing with people intelligently, including the ability to draft agreements, policies etc.
 - Educational Skills: HR manager should possess learning and teaching skills as he has to learn and teach employees about organisational growth, need for and mode of development of individuals etc.
 - Discriminating Skills: He should have the ability to discriminate between right and wrong, between just and unjust, merit and demerit.
 - Executing Skills: He/she is expected to execute the management's decisions regarding personnel issues with speed, accuracy and objectivity. He/she should also be able to streamline the office, set standards of performance, co-ordinate, control etc.
- 

Professional Attributes

Patience

Ability to listen

Interdisciplinary knowledge

- Professional Attitudes: Finally, professional attitude is more necessary particularly in the Indian context. The HR managers' job, as in the case of other managers, is getting professionalised. He should have patience and understanding, ability to listen before offering advice. As mentioned earlier, he should have the knowledge of various disciplines like technology, engineering management, sociology, psychology, philosophy, human physiology, economics, commerce and law. He must be able to couple his social justice with a warm personal interest in people which must be secured by an uncommon
- degree of common sense.