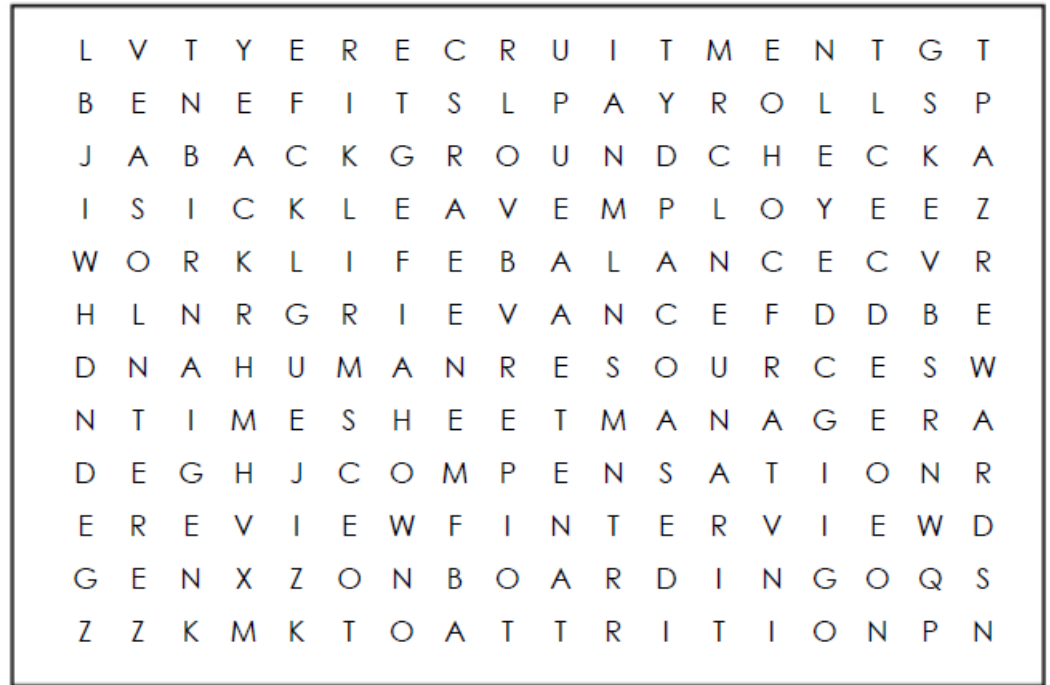


Circle the Word!

Instructions

- Read the words and circle the words in the document given
- Maximum words circled and the first one to post on the chat will be the winner of this game



Find the following words in the puzzle.

Words are hidden → ↓ and ↘ .

ATTRITION	HUMANRESOURCES	REVIEW
BACKGROUNDCHECK	INTERVIEW	REWARDS
BENEFITS	MANAGER	SICKLEAVE
COMPENSATION	ONBOARDING	TIMESHEET
EMPLOYEE	PAYROLL	WORKLIFEBALANCE
GRIEVANCE	RECRUITMENT	

Human Resources(HR)

What Is Human Resources (HR)?

- Human resources (HR) is the division of a business that is charged with People Management.
- This division manages the Hire to retire process in the organization responsible for overseeing the employee lifecycle, including the hiring process, training and development, disciplinary actions and offboarding.

What does HR do?

- The HR oversees the entire employee lifecycle, as well as maintaining high levels of engagement, performance, productivity and more.
- In short, HR keeps your business working well.

HR Responsibilities

1. Attracting Talent

- The HR department is usually in charge of creating and enacting the company's recruitment policy.
- The process of finding top talent involves posting clear and accurate job descriptions, screening those in the candidate pool and interviewing those who make it through the screening process.
- Overseeing the recruitment process helps your company create a strong, effective workforce.

2. Hiring Employees

- Related to the recruitment process is the hiring process, where human resources professionals evaluate candidates to find top talent.
- HR looks at everything from their level of education to the relevance of their skills to how well their personality would fit into the company culture.

3. Onboarding new employees effectively

- A solid onboarding programme ensures new hires can start on the right foot when they walk through the door.
- HR representatives set up that process to track the new employee's paperwork, give them copies of relevant company policies and get them all equipment and access they need, such as a company laptop or a keycard.
- Additionally, they'll provide new hires with resources to help them learn their position quickly.

HR Responsibilities Contd...

4. Maintaining employee records

- One of the most important responsibilities of the HR team is keeping track of employee documentation.
- That paperwork often contains important personal information related to pay schemes, health insurance, benefits enrollment and more. This information may be required to keep on file for a certain period.

5. Managing payroll

- As the department responsible for payroll administration, HR manages all aspects of getting paid, from managing paperwork to issuing checks.
- Paying your workforce can get particularly complicated when factoring in potential bonuses or reimbursements.

6. Analyzing employee benefits

- HR is responsible for routinely analyzing company benefits.
- This analysis includes looking for the right benefits providers, assessing which benefits are used and which need tuning, getting employee feedback on their satisfaction with benefits and reviewing new benefits to include that keep the company competitive.

7. Fostering career development

- An engaged employee with a path to advancement is a happy employee.
- HR is often tasked with looking out for and planning advancement opportunities, training and other ways to invest in the company workforce.

HR Responsibilities Contd...

8. Enforcing disciplinary actions

- If a code of conduct is broken, HR steps in to see through any consequences for these actions.
- Usually, they follow a set disciplinary process: first issuing a verbal warning to try and correct the behavior, then a written warning and then a suspension or termination if warranted.

9. Writing and issuing policy updates

- The HR department continually updates workforce policies to ensure they're in line with changing procedures, trends in the workplace and changes to the law.
- Travel policy, employee dress code, leave policy and work-from-home policies are among several examples of the types of policy updates HR works on.

10. Carrying out offboarding successfully

- Just as they're responsible for onboarding new employees, the HR department also takes care of employees who are leaving an organization.
- The typical steps include collecting company equipment, deactivating employee passwords and temporarily transferring the departing employee's responsibilities to colleagues. Another important step is to conduct an exit interview to get the employee's feedback and figure out why they're leaving.
- They will also unenroll the employee from any benefits and check that all local laws are adhered to while offboarding.

HR Responsibilities Contd...

11. Maintaining a healthy workplace culture

- They can hire people who best fit company values and continue to encourage work culture development among staff. Additionally, they're often instrumental in deciding what that culture will be and can help adjust it over time as employee values shift.
- Usually, HR representatives will foster a comprehensive system of collaboration and feedback between managers and employees to move the company in a positive direction.

12. Resolving conflicts

- Hearing and settling employee disputes is critical for maintaining a cooperative work environment.
- This step-by-step process sees a representative attempt to de-escalate the situation, hear both sides and eventually seek a compromise.
- The company risks losing good employees or damaging employee morale without a method for resolving these issues, making this one of the more underrated roles HR serves.

13. Sharing information

- Most important company updates come through the HR department, and they're responsible for spreading relevant information to employees.
- This transparency shows employees that HR is here to support them in their everyday role and as they pursue professional advancement in the workplace. Policy changes, new benefits and training programme announcements are only a few examples of the information HR distributes to the workforce.

HR Primary Functions

The primary functions of HR

- Talent management - This involves the recruitment and development of candidates that fit into the company culture and are unlikely to leave.
- Strategic planning - This involves human resources management's advanced planning to minimize risks and maximize opportunities for the business.
- Compensation and benefits - This involves running pay schemes and benefits programmes for all employees.
- HR compliance - This important responsibility ensures company policies comply with labor laws and stay up to date as they change.
- Training and development - This supports employees by filling skill gaps, giving them professional goals to reach for and providing training programmes and other resources to utilize.
- Employee and labor relations - This function serves to mediate fair solutions to employee disputes to maintain as collaborative a workforce as possible.
- Workplace safety - This verifies that the workplace follows all applicable health and safety regulations.

HR Roles



CHRO

- A CHRO or VP of HR may work for a company and report to the CEO or owner of the company, respectively.
- The most senior position on an HR team is this one.
- This position will direct staffing plans, create hiring plans, establish goals for employee training, and manage payments and benefits.

HR directors

- The employee side of HR is under the direction of the HR director.
- This entails handling personnel budgets, staffing, compliance, payroll, benefits, and employee relations.
- Some businesses have multiple HR directors in charge of various operating regions.

HR managers

- An HR manager is a generalist position focusing on training and onboarding, staff supervision, determining benefits and compensation, and troubleshooting workplace issues.
- The position may also involve some recruiting duties.
- The HR manager will oversee all hiring procedures if there is no recruiting manager.

HR Roles Contd...



HRIS director

- The HRIS position necessitates both technical and HR knowledge.
- An applicant tracking system, benefits portal, or software for remote interviews are just a few examples of the HR and recruiting software and technology that this specialist position oversees.

Recruiting coordinator

- A recruiting manager may direct a group of recruiters or manage the hiring process directly, depending on the size of your business.
- This entails advertising job openings, creating a budget, organizing job interviews, putting together job offers, and carrying out the company's hiring strategy.

Head compensation and benefits

- Setting up compensation and benefit plans for the entire company is the focus of this specialized position.

Chief diversity officer

- The chief diversity officer (CDO) is a senior leader who creates and implements diversity, equity, and inclusion (DEI) initiatives within an organization (CDO).
- The CDO's mission is to advance diversity and inclusion as fundamental principles and elements of the company's culture.

HR Roles Contd...



Individual Contributor: There are multiple roles

HR coordinators

- All tasks related to human resources, such as developing corporate policies and enhancing employee relations, are managed by an HR coordinator or generalist.
- This person might help with benefit plan creation, organize company retreats, and other efforts to promote an inclusive culture.

Business partner HR

- A human resource business partner, also known as an HRBP or HR Business Partner, works with management in specific business units to align business objectives.
- The HR Business Partner is well-versed in the business environment, including the business unit's culture, competition, and long-term plans.

People data analyst

- An organization's human resources analyst gathers and researches data on costs, job types, and human resources-related issues.
- HR analysts use human resources information systems (HRIS) to accurately and efficiently manage HR data.

Accenture – HCM Case Study

Client : Leading Global Broking and Solutions Company

- Workforce : 50,000 individuals across 140 nations
- Problem Statement : Automation of Absence Management and eventually migrate entire Talent process to cloud

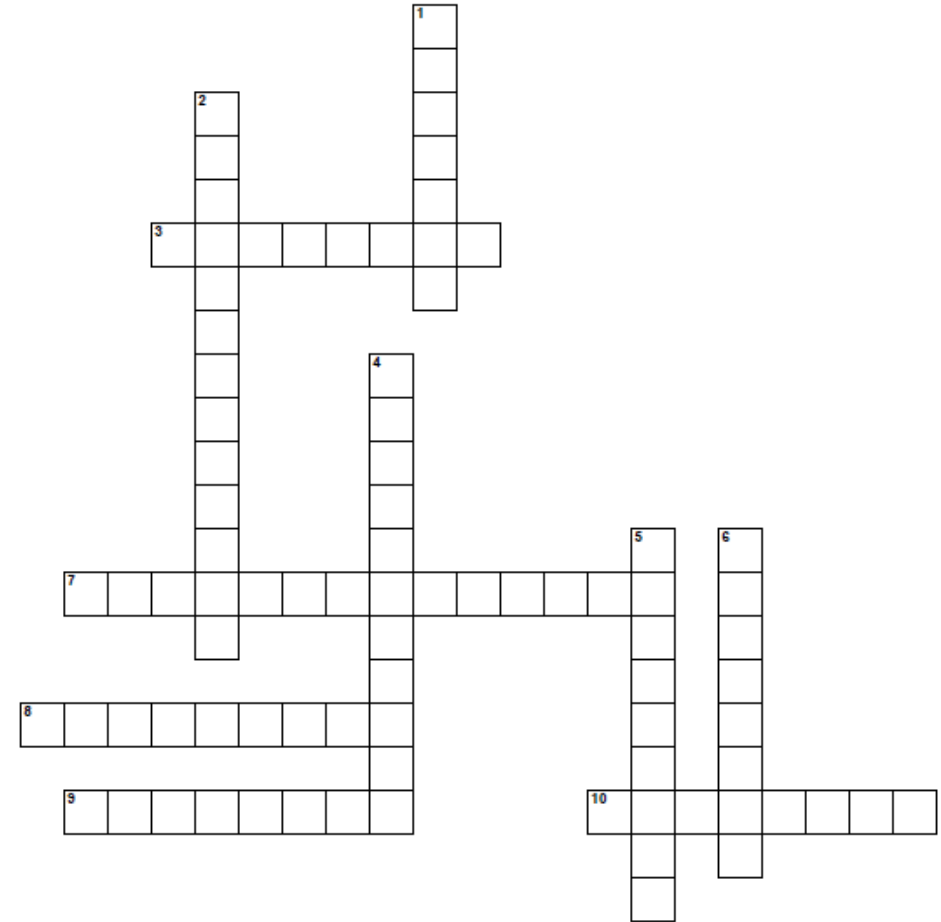
Solution :

- Accenture and Client partnered to implement Oracle HCM Cloud, including Oracle Recruitment Cloud (ORC), Oracle Learning Cloud (OLC), talent, compensation and absence management.
- The implementation was completed globally in eight languages.
- With a methodical and deliberate approach, Accenture meticulously crafted, constructed and tested a series of modules, before releasing them.

Crossword Puzzle!

Instructions

- Read the words and circle the words in the document given
- Maximum words circled and the first one to post on the chat will be the winner of this game



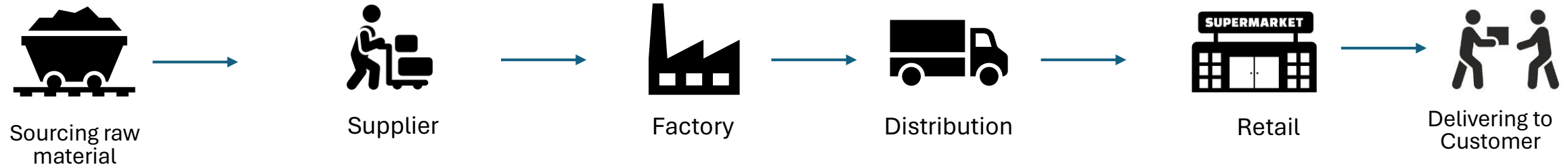
Across

- [3] A person, company, or organization that sells or supplies something such as goods or equipment to customers
[7] Moving your product
[8] A large building for storing things before they are sold, used, or sent out to shops
[9] A large amount of goods sent together to a place
[10] _____ entails working with vendors to supply the materials needed

Down

- [1] To request (something) to be supplied again or differently
[2] The creation of new products, either from raw materials or components
[4] it is the way that you purchase or acquire raw materials and other things
[5] Material you have, where are they and when you need to order more
[6] _____ phase when the products actually reach customers

Supply Chain Management(SCM)



What is SCM?

- Supply chain management (SCM) involves the strategic planning, efficient implementation, and precise control of supply chain operations to meet customer demands.
- It encompasses the entire journey of raw materials, work-in-process inventory, and finished goods, from their origin to the point of consumption.
- First introduced by British logistician Keith Oliver in a 1982 Financial Times interview, SCM has since seen various interpretations.

Why do we need SCM?

- It is the systematic coordination of processes, activities, and resources involved in planning, sourcing, making, delivering, and returning goods and services to satisfy customer requirements.
- SCM can help companies avoid supply shortages, expensive product recalls, and lawsuits.

The right place, at the right time, in the right quantity, and at the right cost and quality

SCM Process - Overview

The 5 Phases of Supply Chain Management

1. Planning:

- The SCM process begins with planning.
- This is where a company carefully maps out what it needs for production and delivery.
- It involves predicting future demands, considering the materials required, understanding equipment capabilities, and assessing staffing needs.

2. Sourcing:

- Sourcing is all about securing the necessary materials for production.
- It requires developing strong relationships with suppliers to ensure a reliable supply.
- This entails verifying that materials meet specific production requirements, negotiating fair prices, and ensuring suppliers can respond promptly to unexpected needs.

3. Manufacturing:

- The manufacturing phase is where the planned products are produced. It involves various steps, such as assembly, testing, inspection, and packaging.

4. Delivery:

- Delivery is the step where the finished products are transported to customers in a timely manner.

5. Returns:

- The final stage of SCM involves managing product returns and supporting customers.
- This phase is often referred to as reverse logistics.
- It's essential for a company to have the capability to receive returned products and process refunds accurately.

SCM Roles

Role Name	Responsibilities
Supply Chain Manager	<ul style="list-style-type: none">• The Supply Chain Manager is pivotal in orchestrating all supply chain activities.• They oversee the entire supply chain, from planning and procurement to production, logistics, and customer service. Their primary objective is to ensure the seamless flow of products, meeting customer demand while optimizing costs.• This role involves strategic decision-making, setting objectives, and coordinating various teams within the supply chain.
Demand Planner	<ul style="list-style-type: none">• Demand Planners are experts in forecasting future customer demand.• They analyze historical sales, data, and market trends and collaborate closely with sales and marketing teams to create accurate demand forecasts.• Their work ensures that companies have the right amount of inventory on hand to meet customer needs without overstocking or experiencing stockouts
Inventory Manager	<ul style="list-style-type: none">• Inventory Managers are responsible for maintaining the right balance of stock levels.• They make critical decisions regarding reorder points, safety stock, and inventory turnover.• Their goal is to optimize inventory management, ensuring products are available when needed while keeping carrying costs in check.
Purchasing Manager	<ul style="list-style-type: none">• Purchasing Managers are responsible for procuring raw materials, components, and finished products from suppliers.• They negotiate contracts, assess supplier performance, and ensure that procurement is timely, cost-effective, and aligned with the company's requirements.
Supplier Relationship Manager	<ul style="list-style-type: none">• Supplier Relationship Managers are focused on building and maintaining strong relationships with suppliers.• They monitor supplier performance, address any issues that arise, and ensure a consistent supply of materials.

SCM Roles Contd...

Production Planner	<ul style="list-style-type: none">• Production Planners optimize the manufacturing process.• They create production schedules, considering machine capacity, labor availability, and customer demand.• Their primary objective is to ensure efficient production, minimize waste, and adhere to delivery schedules.
Logistics Manager	<ul style="list-style-type: none">• Logistics Managers oversee transportation, warehousing, and distribution processes within the supply chain.• They manage the movement of products to ensure efficient and cost-effective delivery.
Distribution Manager	<ul style="list-style-type: none">• Distribution Managers are responsible for the final stages of product delivery.• They oversee distribution channels, manage inventory at distribution centers, and ensure products reach customers safely and on time.
Order Fulfillment Specialist	<ul style="list-style-type: none">• Order Fulfillment Specialists focus on the accurate and timely processing of customer orders. Their role is to ensure that orders are picked, packed, and shipped correctly, contributing to customer satisfaction.
Quality Control Manager	<ul style="list-style-type: none">• Quality Control Managers maintain product quality by developing quality control processes, conducting inspections, and implementing measures to address defects or deviations from quality standards.

Additional Links

<https://www.youtube.com/watch?v=Lpp9bHtPAN0>

Accenture – SCM Case Study

- **Client : Largest food and beverage company**
- Products : 100s of brands
- Problem Statement :
 - Amid global **supply chain disruption, labor shortages and pandemic-fueled shifts** in consumer demand, getting those products onto store shelves was becoming more difficult. a retailer looking to stock **100 bottles** of a product may only receive **84 at the expected time** of delivery.
 - With **orders delayed or incomplete** and shelves empty or understocked, the company was concerned about losing market share—and the trust of consumers.
 - The company needed to rethink how it could effectively and efficiently handle supply chain management.

When tech meets human ingenuity at Accenture

- Accenture helped the company build a roadmap to a more resilient system.
- They implemented a **control tower** to provide visibility across all operations.
- A new Sales and Operations Execution (S&OE) team was tapped to handle short-term issues so the supply chain planning team could focus on long-term strategy.
- The teams found ways to make existing tools and data more useful and responsive, while adding new processes and governance to fill in the gaps.
- By connecting existing analytics dashboards to an ERP system and other data sources, the S&OE team could create predictive reports.
- By adding proactive alerts that addressed potential issues up to six weeks out, they could also make short-term adjustments to save valuable time and effort—and to actively plan for disruptions.