

Qualities of an HR Manager

- Sympathetic Attitude
- Quick Decisions
- Integrity
- Patience
- Formal Authority
- Leadership
- Social Responsibility
- Good Communication Skills

1. Sympathetic Attitude

A good personnel manager must have a humane approach to human resource problems. Regardless of the problems faced by the employees, he must have a sympathetic attitude while dealing with them.

2. Quick Decisions

He should display the ability to make quick decisions. Let's assume that there is a conflict between a superior and an employee in the organization. When the HR manager tries to mediate and put an end to the conflict, he might have to make some quick decisions. He should be mentally alert and therefore not get caught unawares.

3. Integrity

Being the head of the personnel or human resource department, an HR manager should display integrity. Honesty and frankness are the hallmarks of a good human resource manager. At no time can the employees doubt the integrity of the personnel manager.

4. Patience

He should be extremely patient and not someone who loses his temper easily. While dealing with employees, it is important to be a good listener, especially when an employee is voicing his concerns. And good listening skills require a lot of patience.

Further, since employees tend to talk to the HR manager about their problems, they can get agitated and verbally abusive. In such situations, it is imperative that the HR manager keeps his cool and controls the situation.

5. Formal Authority

He should depend on his formal authority alone. In fact, an effective HR manager earns his informal authority of influencing people through his interpersonal skills.

6. Leadership

Good leadership skills are essential to guide the employees towards achieving the organization's objectives. He should also keep people motivated and encourage them to use their skills for the overall good of the enterprise.

7. Social Responsibility

He should have a sense of social responsibility. Further, he must encourage employees to discharge their social obligations to different segments of society. After all, a good human resource manager isn't only about the organization. He also needs to look at the broader human resource element.

8. Good Communication Skills

Another essential quality of a human resource manager is that he must possess good communication skills. In fact, since a major part of his role involves interacting with employees, unions, and management, being a good communicator is a must.