

WELCOME

HUMAN RESOURCE MANAGEMENT

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INTRODUCTION

Human power is the important resource in any other organisation.

It is a management function involving suitable human resource management .

CONCEPT

The emphasis on proper and effective human resource management values are Increased vulnerably in the present scenario.

CHARACTERISTICS

1. Comprehensive function

Managing people at work

2. People oriented

Individuals as well as groups

3. Action oriented

Focus on action

4. Individual oriented

Every persons considered as an individual

5. Development

developing potential of employees

6. Pervasive Function

inherent in all organisation and at all levels

7. Continuous Function

Never ending exercise

8. Future oriented

achieve objectives and future

FUNCTIONS

1.Planning

One of the primary function where number & type of employees needed to accomplish organizational goals are determined.

2.Organizing

Task is allocated to every member as per their skills.

3.Directing

Task is allocated to every member as per their skills

...FUNCTIONS

4. Controlling

Post planning, organizing and directing, performance of an employee is checked, verified and compared with goals.

PRINCIPLES

1. Recruitment to retirement.
2. People (men) behind the machine count
3. Hire for attitude, recruit for skills.
4. Appreciate attitude but respect intelligence.
5. Hire slow, fire fast.
6. Shed complexity, wed simplicity.
7. HR leaders are king and queen makers.
8. To serve is to lead and live.

NATURE OF HRM

- Human Resource Management is pervasive in nature because it is there in all enterprises.
- It focuses on the results rather focusing on the rules and regulations.
- It helps the employees in order to develop them in a full-fledged way.
- It makes sure that the employees work hard towards their goals.

MANPOWER PLANNING

- Manpower Planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things
- They are suited for the achievement of goals of the organization.

IMPORTANCE OF MANPOWER PLANNING

1. Key to managerial functions

The four managerial functions, i.e., planning, organizing, directing and controlling are based upon the manpower.

2. Efficient utilization

Efficient management of personnel becomes an important function in the industrialization world of today.

3. Motivation

Staffing function not only includes putting right men on right job.

4. Better human relations

A concern can stabilize itself if human relations develop and are strong.

5. Higher productivity

Productivity level increases when resources are utilized in best possible manner.

EMPLOYEE SELECTION PROCESS

1. Employee Selection is the process of putting right men on right job.
2. It is a procedure of matching organizational requirements with the skills and qualifications of people.
3. Effective selection can be done only when there is effective matching.
4. Selection involves choosing the best candidate with best abilities, skills and knowledge for the required job.

TRAINING OF EMPLOYEES

1. Improves morale of employees

Training helps the employee to get job security and job satisfaction.

2. Less supervision

A well trained employee will be well acquainted with the job and will need less of supervision.

3. Fewer accidents

Errors are likely to occur if the employees lack knowledge and skills required for doing a particular job.

4. Chances of promotion

Employees acquire skills and efficiency during training. They become more eligible for promotion. They become an asset for the organization.

5. Increased productivity

Training improves efficiency and productivity of employees. Well trained employees show both quantity and quality performance.

METHODS OF TRAINING

On the job training

On the job training methods are those which are given to the employees within the everyday working of a concern.

It is a simple and cost-effective training method. The inproficient as well as semi-proficient employees can be well trained by using such training method.

Off the job training

Off the job training methods are those in which training is provided away from the actual working condition.

It is generally used in case of new employees. Instances of off the job training methods are workshops, seminars, conferences, etc.

Such method is costly and is effective if and only if large number of employees have to be trained within a short time period.

INDUSTRIAL RELATIONS

- Industrial relations usually imply good and positive relations between the employees and employers.
- The good IR help run an industry effectively and successfully, i.e., the desideratum of the day.
- The importance of IR can be imbued with multiplicity of justifications.
- Industrial relations is that aspect of management which deals with the manpower of the establishment whether operators, skilled workers or managerial staff.

OBJECTIVES OF INDUSTRIAL RELATIONS

- I. To create healthy relations between employees and employers.
- II. To minimize industrial disputes.
- III. To generate harmonious relations among all concerned with production process
- IV. To improve the productivity of workers.
- V. To provide workers their appropriate position by considering them partners and associating them with management process.

PARTICIPANTS IN INDUSTRIAL RELATIONS

(i) Employers

Employers have their associations to deal with labour problems and their unions in a collective way.

(ii) Employees/workers

employees and employers by implementing labour laws.

Good industrial relations are the result of:

- (i) Healthy labour and management relations.
- (ii) Industrial peace and settlement of all disputes in such a way that there are no labour problems like strikes or lockouts.
- (iii) By labour participation in management.

WORKERS PARTICIPATION IN MANAGEMENT

Workers participation in management refers to the participation of non-managerial employees in the decision-making process of the organisation.

Workers participation gives employees the mental and psychological satisfaction and thereby increase their involvement in the affairs of the organization.

OBJECTIVES OF WORKERS PARTICIPATION IN MANAGEMENT

1. To prevent workers from exploitation by the management or by the owners of the organization.
2. To have democracy in the organization.
3. To have proper development of the working class.
4. To resolve conflicts and differences between management and employees in a democratic manner.
5. To create in employees a sense of participation in industry.
6. To encourage suggestions from employees.

7. To improve the working and living conditions of employees.
8. To promote better understanding between labours and management on the various issues o f the organisations
9. To give employees a better understanding of their role in the working of the industry.
10. To give the employees an opportunity for self expression leading to industrial peace, good relations and increased co-operation.

LEVELS OF PARTICIPATION

1. INFORMATION PARTICIPATION LEVEL

Information participation ensures that the employees are in a position to receive information and express their views pertaining to the matters of general and economic importance.

2. ASSOCIATIVE PARTICIPATION LEVEL

In this level of participation members have the right to receive information discuss and give suggestions on the general and economic conditions of the organisation.

3. CONSULTATIVE PARTICIPATION LEVEL

In such level of participation workers are consulted on the matters of employee welfare such as work, safety, health and training.

4. ADMINISTRATIVE PARTICIPATION LEVEL

Administrative participation gives a greater degree of sharing of authority and responsibility of management functions.

5. DECISIVE PARTICIPATION LEVEL

This is the highest form of participation where decisions are taken jointly on the matters relating to production, welfare, economic, financial and administrative policies.

THANK YOU