

HUMAN RESOURCE MANAGEMENT

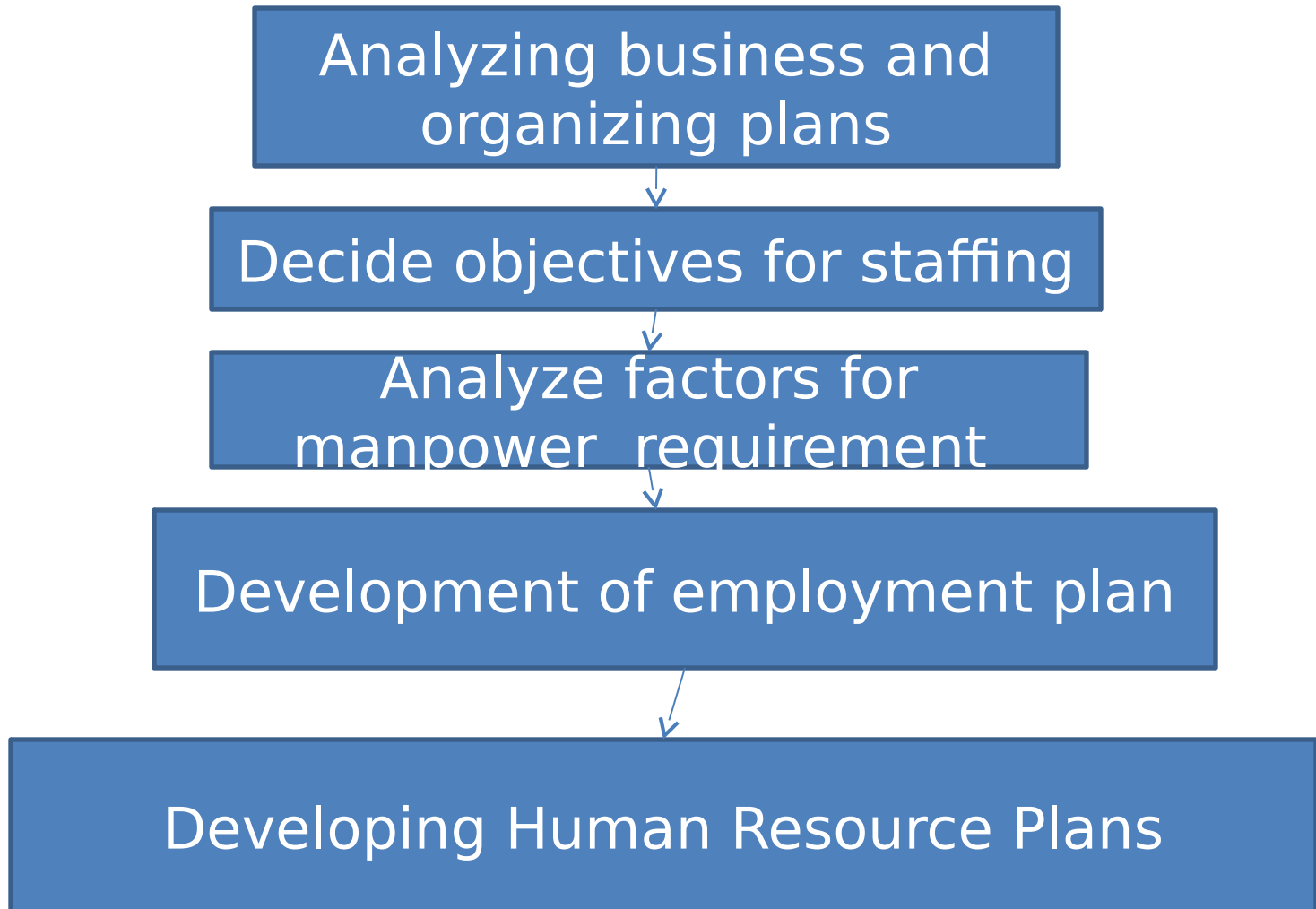
Personal Management Definition

- It is the management science concerned with person or human being.

FUNCTIONS OF PERSONAL MANAGEMENT

- Manpower planning
- Training
- Employee Relationships
- Health and safety
- Welfare
- Record keeping

Planning of HR



RECRUITMENT PROCEDURE

GENERATION OF REQUIREMENT

APPLICATIONS OF CANDIDATES

SCRUTINY OF APPLICATIONS

CALL FOR RECRUITMENT

INITIAL INTERVIEWS

EMPLOYMENT TEST

FINAL INTERVIEWS

CHECKING REFERENCES

MEDICAL TEST

SELECTION AND INDUCTION



PERSONAL TRAINING

- INDUCTION TRAINING
- SKILL ENHANCEMENT
- TRAINING PROGRAMMS

OBJECTIVES OF TRAINING

- It gives knowledge and improve the skill
- Moulds people as per requirement of job
- It gives clear insight about how to work in the organization
- Develops the sense of responsibility
- Creates interest in the work and improves moral of employee
- Helps in the personal growth
- Reduces accidents , conflicts, wastages
- Helps to improve productivity in the organization

LEADERSHIP

- IT IS THE ABILITY TO IMPROVE THE GROUP TOWARDS THE ACHIVEMENT OF GOAL

CHARACTERISTICS OF LEADERSHIP

- SELF CONFIDANT
- VISONARY
- STUDIOUS
- DEDICATION
- GOOD COMMUNICATION SKILL
- EFFECTIVE TEAM WORK
- INSPIRATION TO OTHERS
- FACTOR OF CHANGE
- HARD WORKING
- FINE INTERPERSONAL SKILL
- CONSIDERATE TO OTHERS
- APPRICIATING NATURE
- COMMITMENT TO WORK
- FAST DECISION
- DYANAMIC
- HONEST

PRINCIPLES OF LEADERSHIP

- KNOW YOURSELF
- TAKE RESPONSIBILITY
- DO SELF IMPROVEMENT
- BE PERFECT TECHNICALLY
- SET THE EXAMPLE
- KNOW YOUR PEOPLE
- KEEP TEAM MEMBERS INFORMED
- USE CAPABILITIES OF TEAM

TYPES OF LEADERSHIP

- AUTOCRATIC
- PARTICIPATIVE
- LAISSEZ FAIRE

MOTIVATION

- MOTIVATION IS THE ACT OF INSPIRING THE PEOPLE TO WORK IN THE DESIRED MANNER IN THE BENEFIT OF ORGANASATION.
- MOTIVATION IS THE “DRIVE TO SATISFY A WANT “
- IT INCREASE THE WORKERS WILL POWER TO WORK
- MOTIVATION CAN CHANGE ATTITUDE OF EMPLOYEES FOR BETTER WORK.

MASLOW'S THEORY OF MOTIVATION

PHYSIOLOGICAL

Safety management

- Causes of accidents
- Due to workers
- Due to management
- Due to unsafe working condition
- Natural causes

Safety precautions

- Safe working method
- Proper selection of workers
- Training for safe working
- Accident prone areas
- Safety devices
- Safety programs
- Safety provisions

Different industrial acts

- Factory act
- State insurance act
- Workman compensation act
- Industrial dispute act