

HUMAN RESOURCE MANAGEMENT

Personal Management

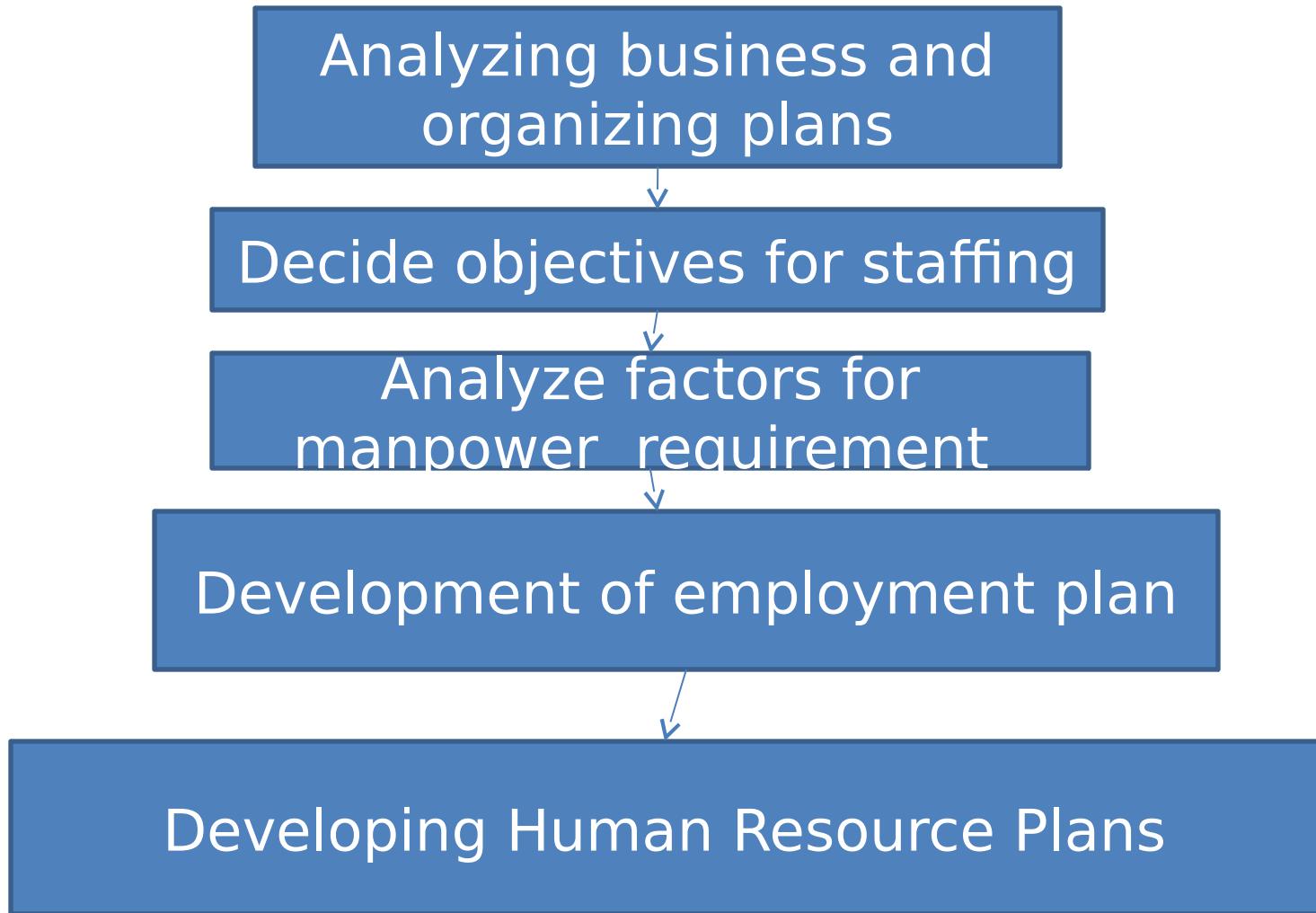
Definition

- 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



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 ACHIEVEMENT OF GOAL

CHARACTERSTICS OF LEADERSHIP

- SELF CONFIDANT
- VISIONARY
- 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
- DYNAMIC
- 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