

Online Lecture

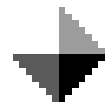
on

Functions of HRM

Course Code: MPH 5153 (Lecture 2)

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Human Resource Functions



Tasks and duties performed in large and small organizations to provide for and coordinate human resources.

Activities of the Major Human Resource Functions

1. Human resource planning, recruitment, and selection
2. Human resource development
3. Compensation and benefits
4. Safety and health
5. Employee and labor relations
6. Human resource research

1. Human Resource Planning, Recruitment and Selection

- Conducting job analyses to establish specific requirements of individual jobs within the organization.
- Forecasting the human resource requirements the organization needs to achieve its objectives.
- Developing and implementing a plan to meet these requirements.
- Recruiting, selecting and hiring human resources to fill specific jobs within the organization.

2. Human Resource Development

- Orienting and training employees.
- Designing and implementing management and organization development programs.
- Building effective team within the organizational structure.
- Designing systems for appraising the performance of individual employees.
- Assisting employees in developing career plans.

3. Compensation and Benefits

- Designing and implementing compensation and benefit systems for all employees
- Ensuring that compensation and benefits are fair and consistent.

4. Safety & Health

- Designing and implementing programs to ensure employee's health and safety.
- Providing assistance to employee's with personal problems that influence their work performance.

Example: **Safety & Health**

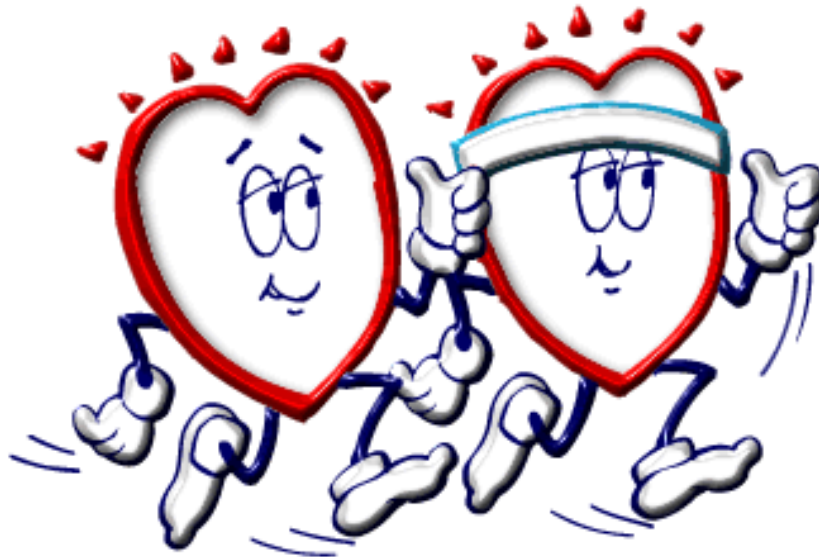
- Plan of action designed to prevent accidents and occupational diseases.



Prevent occupational diseases.



Exercise and a Healthy Heart



5. Employee & Labor Relations

- Serving as an intermediary between the organization and its union(s)
- Designing discipline and grievance handling systems.

6. Human Resource Research

- Providing a human resource information base.
- Designing and implementing employee communication systems.

Significance of HRM

- Significance for an enterprise
- Professional significance
- Social significance
- National significance

Significance of HRM

•Significance for an enterprise

- Attracting & retaining the required human resource, recruitment & selection , placement , orientation, compensation & promotion policies.
- ❖Developing the skills & necessary attitude among the employees by T&D & performance evaluation
- ❖Providing them social & job security by grievance handling, motivating & participation in mgt
- ❖Utilizing effectively the available human resources
- ❖Ensuring that the enterprise will have in future a team of competent & dedicated employees.

Significance of HRM

- Professional significance

- ❖ Providing maximum opportunities for personal development of each employee.
- ❖ Maintaining healthy relationships among individual & different work groups.
- ❖ Allocating work properly.

Significance of HRM

•Social Significance

❖ Sound human resources management has a great significant for the society. It help to enhance the dignity of labour in the following ways.

- ✓ Providing suitable employment that provides social & psychological satisfaction to people.
- ✓ Maintaining a balance between the job available & the jobseekers in terms of numbers, Qualification, needs & aptitudes.
- ✓ Eliminating waste of human resource through conservation of physical & mental health

Significance of HRM

National Significance

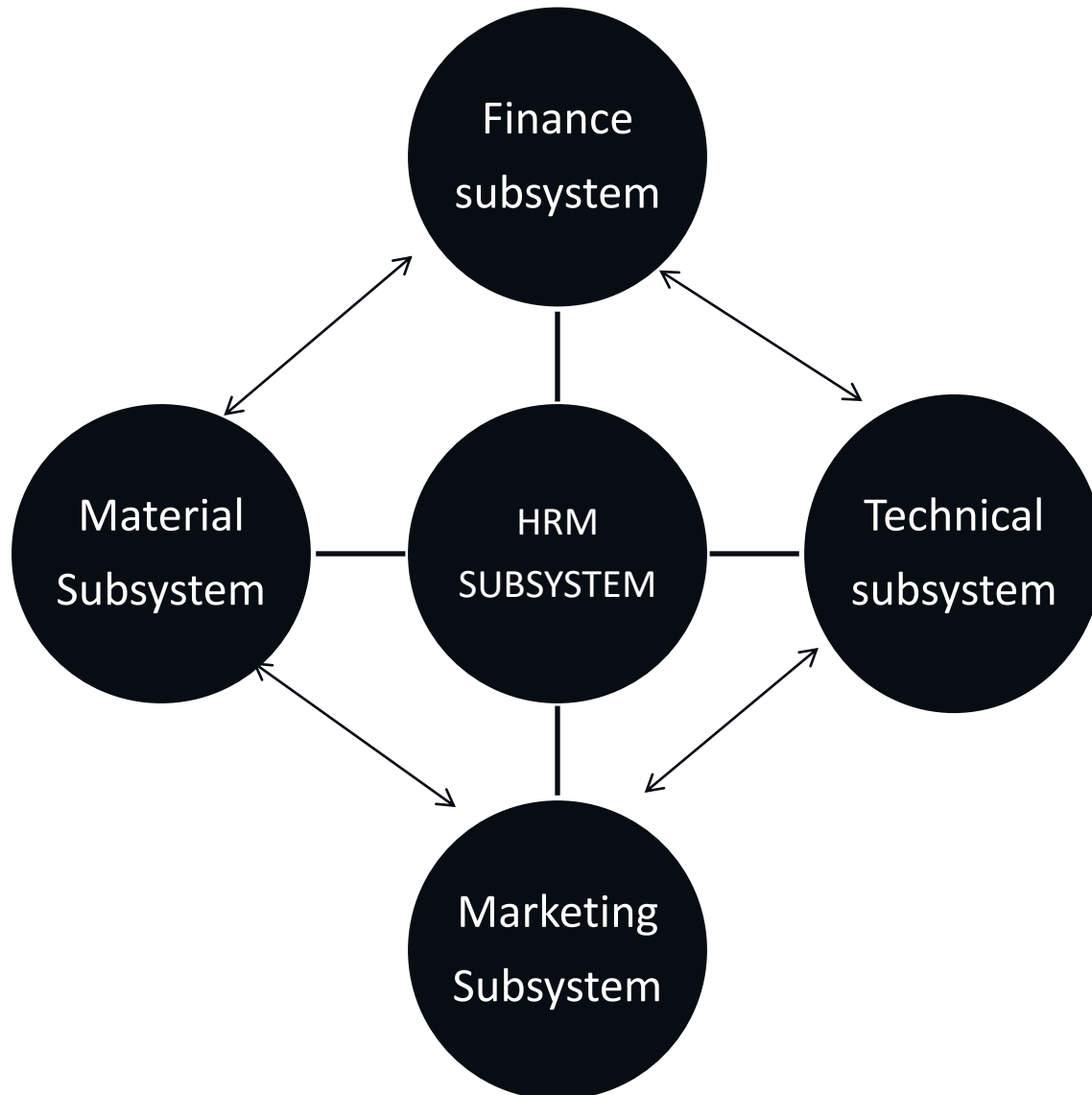
- Human resource & their management plays a vital role in the development of a nation. The effective exploitation & utilization of a nation's natural, physical & financial resources require an efficient & committed manpower.
- There are wide differences in development between countries with similar resources due to differences in the quality of their people.

Significance of HRM

National Significance

- Countries are underdeveloped because their people are backward. The level of development in a country depends primarily on the skills , attitudes & values of its human resources. effective management of human resources helps to speed up the process of economic growth which in turn leads to higher standards of living & fuller employment.
- Human resource Management is the central subsystem of an organization.

National Significance



National Significance

- a. Increase in the size & complexity of organization eg.MNC employees ,Rapid technological development like automation, computerisation
- b. Rise of professional & knowledgeable workers, Increasing proportion of women in the workforce Growth of powerful nationwide trade unions.
- c. Widening scope of legislation designed to protect the interests of the working class.
- d. Revolution in the information technology that might affect the work force.
- e. Rapidly changing jobs & skills requiring long-term manpower planning.
- f. Growing Expectations of society from employers.

Qualities of an HR manager

- Knowledge
- Intelligence
- Communication skills
- Objectivity and fairness
- Leadership and motivational qualities
- Emotional maturity and
- Empathy

Employee Communication Systems

- Print publications, email and online newsletters, websites, videos, total compensation reports, plan descriptions, posters displayed in the workplace, and in-person meetings. The content and delivery channels used will depend on the stakeholders' needs.