




PERSONNEL MANAGEMENT



The Personnel Function in our organization

1. Managerial Functions
2. Operative functions



Operative Functions

- Employment
- Training and Development
- Remuneration
- Working Conditions
- Motivation
- Personnel Records
- Industrial Relations
- Morale studies & Personnel Research



Managerial Functions:

- Planning
- Organizing
- Directing
- Controlling



Objectives of Staffing & Personnel Management:

- To procure right type of people for right jobs
- To train and develop human resources
- To develop personnel policies
- To establish desirable working relationship
- To ensure satisfaction of the needs of the employees



The Personnel Function in our organization

- Definition of Personnel Management
- The Role of the Personnel Manager
- Challenges of Modern Personnel Management
- Approaches to Personnel Management
- Organizing the Personnel Unit
- Planning the Personnel Program
- Controlling the Personnel Unit



PERSONNEL MANAGEMENT

- Definition

Personnel Management is the

- Planning,
- Organizing,
- Directing and
- Controlling

Of the

- Procurement, Development,
- Compensation, Integration,
- Maintenance & Separation

Of human resources to the end that individual, organizational, and societal objectives are accomplished.



The Role of the Personnel Manager

The Personnel Manager has Exclusive responsibility of –

- Personnel records,
- Insurance Benefits administration
- Unemployment compensation administration
- Personnel Research

The Heart of a Personnel Programme itself requires considerable coordination, as well as coordination with units in the remainder of the organization.



Challenges of Modern Personnel Management

- Changing Mix of the Work force
- Changing Personal Values of the Work force
- Changing expectations of citizen-employees
- Changing levels of productivity
- Changing demands of government



Changing Mix of the workforce.

- Increased numbers of minority members entering occupations requiring greater skills.
- Increasing levels of formal education for the entire work force.
- More female employees.
- More married female employees.
- More working mothers.
- A steadily increasing majority of white-collar employees in place of the blue-collar.



Changing Personal Values of the Work Force

- Better morale
- Better fit of work time to the employee's "body clock"
- Improving handling of fluctuating workloads
- Increased customer service
- Reduced employee absenteeism
- Reduced turnover



Challenges of Modern Personnel Management ...contd.

- Changing Expectations of Citizen-Employees
 - Freedom of Speech
 - Right to privacy
- Changing Levels of Productivity
 - Numerous laws
 - Increase in new numbers of employees
 - Adversial relations with labour unions
- Changing Demands of Government
 - In procurement, development, compensation, integration, maintenance and separation.



Assignment:

- 1. Define personnel management and explain its important functions also?
- 2. What is need of staffing?
- 3. Define of objectives of personnel management ?



Man power planning:-

Definition- Manpower planning is a process of determining and ensuring that the organization. will have an adequate number of qualified personnel .

Significance-

1. Shortage and surplus will be revealed
2. Manpower forecasting
3. Reducing the labour cost
4. To identifying talents



Process of Manpower Planning

- 1. Ascertain current Inventory
- 2. Estimating Requirements
- 3. Projecting Supply of Human Resources
- 4. Comparing Forecast Demand with Projected Supply.
- 5. Planning Employment Programme to Meet human resource needs
- 6. Training & Development Programme
- 7. Evaluation of Effectiveness.



Assignments:-

1. What is manpower planing
2. Explain the steps in the manpower planning prcess?



Job Analysis: _

Job analysis is a systematic collection and compilation of data about each job in the organization

to redesign each job in such a manner so as to distinguish it from the other jobs



Scope of Job Analysis

1. Job Identification
2. Nature of the Job
3. Operation Involved in doing the job.
4. Material & Equipments to be used
5. Education ,Training , Capabilities required to do the jjob
6. Relation with other job



Job Specification:-

- A statement of qualifications required to perform a specific job.
- It is a document which states the minimum acceptable human qualities to perform a job properly .These may relate to:-
 - 1. Educational Qualification
 - 2. Training and Experience



Job Specification

3. Physique and health

4. Personality

5. Mental abilities

6. Maturity

7. Creativity

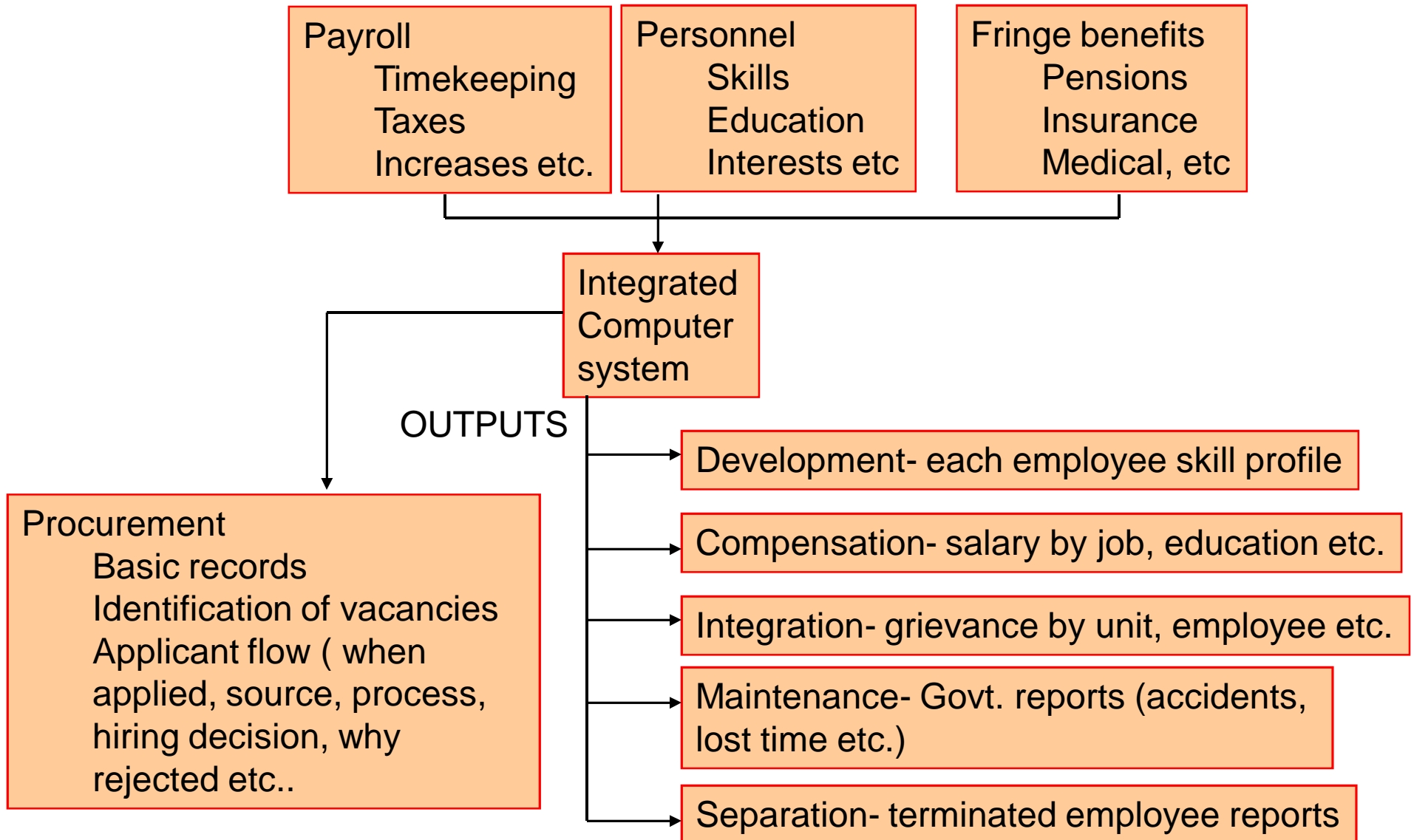
8. Aptitude



Use of Job Analysis:-

- Human Resource Planning
- Recruitment & Selection
- Training & Development
- Organization
- Job Evaluation
- Performance Appraisal
- Safety & Health

The Computer and Personnel





Assignment:-

1. What do you mean by job analysis ?
Discuss its use in human resource management.
2. Write short note on the following –
3. a. Job description
4. b. Job specification.



Controlling the Personnel Unit

STRATEGIC CONTROL POINTS

- Procurement
 - Formal placement follow-up of employee job satisfaction
- Development
 - Quality losses
- Compensation
 - Wage & salary budgets
- Integration
 - Morale surveys
- Maintenance
 - Insurance premiums
- Separation
 - Number of retirees participating in retirement programmes



The Personnel Audit & Human Resources Accounting

■ The Personnel Audit

- Systematic survey & analysis of all operative functions of personnel, with a summarized statement of findings and recommendations for correction of deficiencies

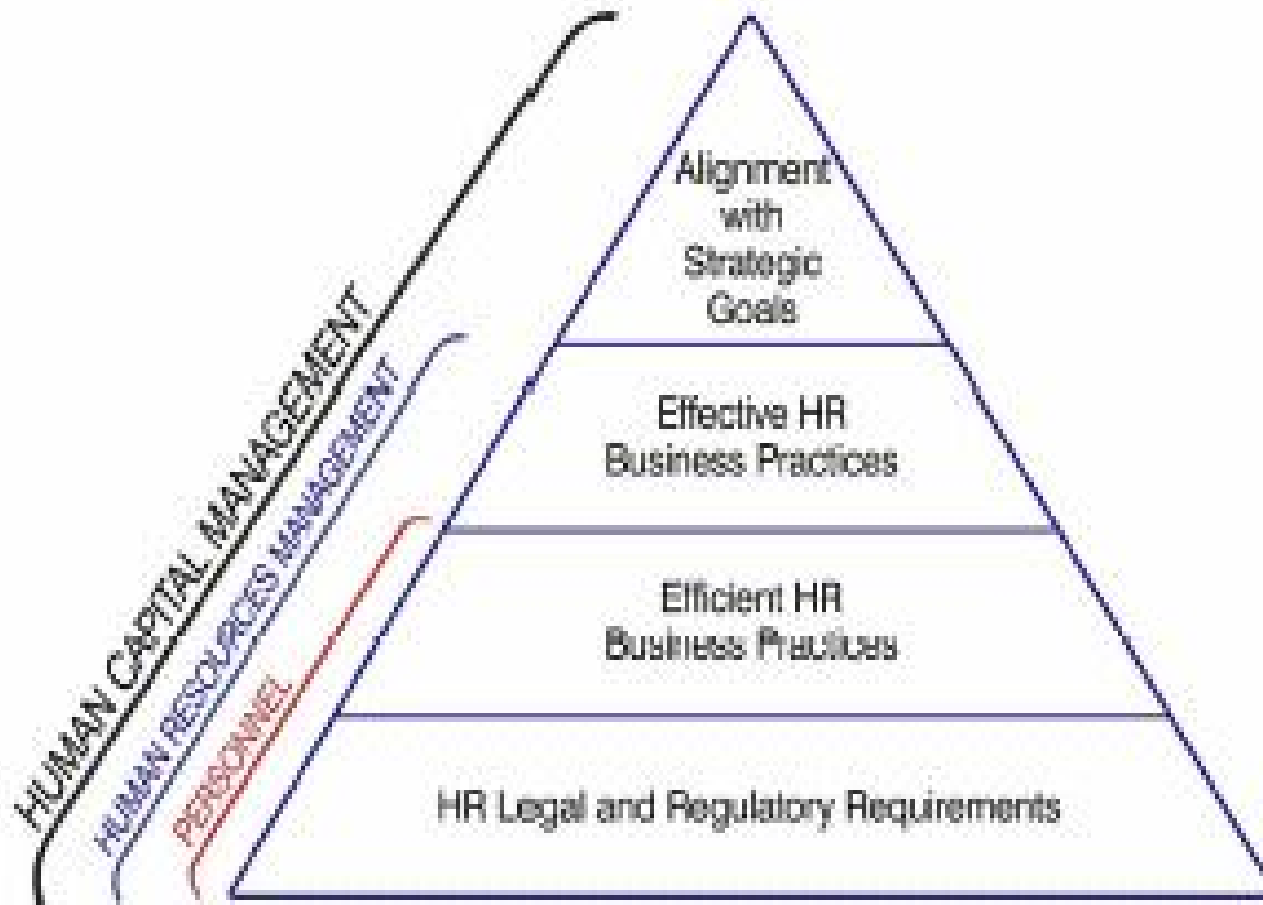
■ Human Resources Accounting

- Suppose a major catastrophe wiped out all the human resources in your organization, how long would it take & how much would it cost to replace them.

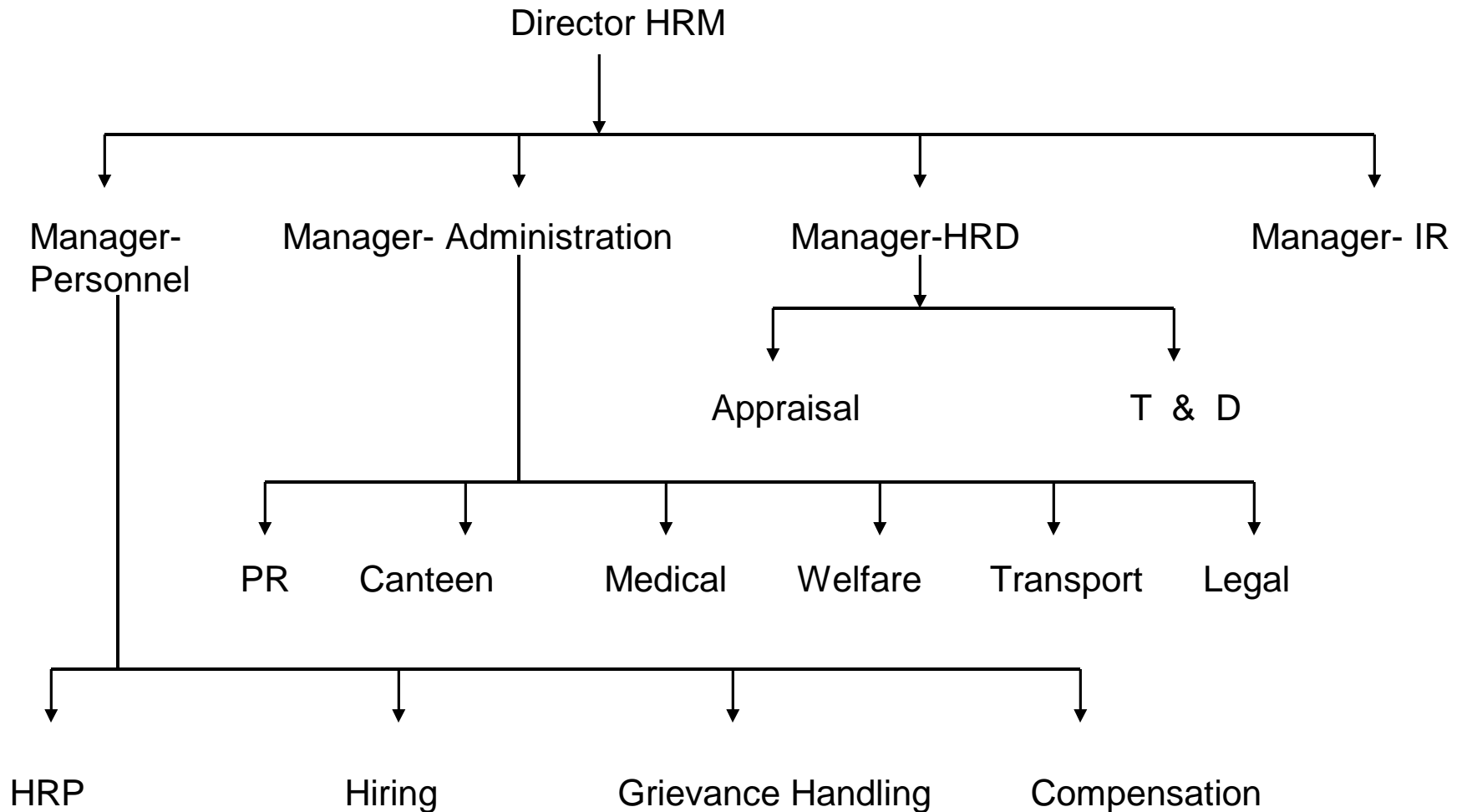


Dimension	Personnel Management	HRM
1. Employment Contract	Careful delineation of written contracts	Aim to go beyond contract
2. Rules	Importance of devising clear rules	'Can do' outlook, Impatience with rule
3. Key Relations	Labour Management	Customer
4. Speed of decision	Slow	Fast
5. Management role	Transaction	Transformational
6. Job design	Division of labor	Team work
7. Respect for employees	Labor is treated as a tool which is expendable & replaceable.	People are treated as assets to be used for the benefit of an organization, its employees & the society as a whole.
8. Shared interest	Interests of the organization are uppermost	Mutuality of interests

Cumulative Nature of Strategic Human Capital Management



Composition of HR / Personnel Department





Put True / False in the blank space given below:

- ___ Labour must be classified with capital and land according to the Mechanical Approach.
- ___ Changing Mix of the Work force is a challenge of modern personnel management.
- ___ Management role in HRM is transactional & not transformational.



Match the term with its appropriate definition

- Personnel Management
 - Systematic survey & analysis of all operative functions of personnel, with a summarized statement of findings and recommendations for correction of deficiencies
 - The planning, organizing, directing and controlling Of the procurement, development, compensation, integration, maintenance & separation of human resources to the end that individual, organizational, and societal objectives are accomplished.
 - It is an established criterion or model against which actual results can be compared.
- Standard
- Personnel Audit



Thank
You