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Programme: M.A., HUMAN RESOURCE MANAGEMENT

Course Title : Principles of Management

Course Code : 22HRM1CC1

Unit-VI
Management And HRM

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Management and Human Resource Management

This presentation will explore the concepts of management and human resource management (HRM), highlighting their differences, relationship, and the crucial roles they play within organizations. We'll delve into the key aspects of each discipline and how they work together to drive organizational success.



The Meaning and Definition of Management

What is Management?

Management is the process of coordinating and overseeing the work of others to achieve organizational goals efficiently and effectively. It involves planning, organizing, leading, and controlling the resources of an organization to maximize productivity and minimize waste.

Key Functions of Management

The four primary functions of management are:

- **Planning:** Establishing objectives and determining the best course of action to achieve them.
- **Organizing:** Arranging and structuring work to accomplish the organization's goals.
- **Leading:** Motivating and directing employees to work towards the organization's objectives.
- **Controlling:** Monitoring and regulating the organization's activities to ensure they align with the plan.

Human resource Management meaning and definition

Human Resource Management (HRM) is the strategic and coherent approach to the effective and efficient management of people¹ in an organization. It focuses on policies and systems that help an organization attract, develop, motivate, and retain the employees it needs to achieve its business goals.

Key aspects of HRM include:

- **Recruitment and Selection:** Identifying and hiring qualified candidates for open positions.
- **Training and Development:** Providing employees with the skills and knowledge they need to succeed in their roles.
- **Compensation and Benefits:** Determining and administering employee pay, benefits packages, and incentive programs.
- **Performance Management:** Setting performance goals, conducting performance reviews, and providing feedback to employees.
- **Employee Relations:** Maintaining positive relationships with employees and addressing their concerns.
- **Health and Safety:** Ensuring a safe and healthy work environment for all employees.
- **Legal Compliance:** Adhering to all relevant employment laws and regulations.

Human Resource Management: Differences and Relationship with Management

1 What is Human Resource Management?

HRM is the function within an organization that focuses on the management of the organization's workforce. It encompasses activities such as recruitment, selection, training, development, and performance management.

2 Key Differences from Management

While management focuses on the overall direction and coordination of the organization, HRM specifically concentrates on the people aspect of the business. HRM ensures that the organization has the right talent, skills, and processes in place to achieve its goals.

3 Relationship with Management

HRM and management are closely intertwined, as effective people management is crucial for the success of any organization. HRM supports management by providing the necessary human capital, while management relies on HRM to optimize the organization's workforce.



The Importance and Role of Human Resource Management

Talent Acquisition and Retention

HRM is responsible for attracting, selecting, and retaining the best talent to support the organization's goals. This includes activities such as recruitment, onboarding, and employee engagement.

Employee Development

HRM plays a crucial role in developing the skills and capabilities of the organization's workforce through training, mentoring, and career planning programs.

Compliance and Risk Management

HRM ensures that the organization adheres to labor laws and regulations, and implements policies and procedures to mitigate HR-related risks.

Strategic Alignment

HRM aligns the organization's people-related strategies with its overall business objectives, ensuring that the workforce is equipped to support the organization's long-term goals.

Importance of HRM:

Human Resource Management (HRM) is absolutely crucial for the success of any organization, regardless of its size or industry.

Attracting and Retaining Top Talent:

- **Effective Recruitment:** HRM ensures the organization attracts the most qualified and talented individuals for open positions.
- **Competitive Compensation and Benefits:** Offering competitive salaries, benefits packages, and incentives helps attract and retain top talent.
- **Positive Employer Branding:** Strong HRM practices build a positive employer brand, making the organization an attractive place to work.

Boosting Employee Engagement and Motivation:

- **Employee Development:** Investing in employee training and development programs enhances skills, boosts morale, and increases job satisfaction.
- **Performance Management:** Setting clear expectations, providing regular feedback, and recognizing achievements motivate employees and improve performance.
- **Strong Employee Relations:** Fostering open communication, addressing employee concerns, and creating a positive work environment enhance employee engagement.

Improving Organizational Performance:

- **Strategic Alignment:** HRM aligns human resource strategies with the overall business objectives, ensuring that the workforce is equipped to achieve organizational goals.
- **Increased Productivity:** A motivated and engaged workforce is more productive and efficient.
- **Reduced Turnover:** High employee turnover is costly. Effective HRM practices help reduce turnover, saving the organization time and money.

Ensuring Legal Compliance:

- **Adherence to Labor Laws:** HRM ensures compliance with all relevant employment laws and regulations, minimizing legal risks.
- **Fair and Equitable Practices:** Fair and equitable treatment of all employees is essential for maintaining a positive work environment and avoiding legal challenges.

Building a Strong Organizational Culture:

- **Values and Ethics:** HRM plays a key role in defining and promoting the organization's values and ethical standards.
- **Positive Work Environment:** Creating a positive and inclusive work environment fosters a strong organizational culture that attracts and retains top talent.

Responsibilities Of The Human Resource Management

1. Recruitment:

The human resource management personnel can also look inside and check whether there are any suitable staff members for the position and [HR strategy](#) will improve employee retention as they understand the growth prospects inside the firm.

2. Induction:

The human resource management team imparts knowledge about company policies. A smooth induction process saves a lot of time for the HR team. It is also an opportunity to inform new employees about the positive aspects of the establishment and what prospects await them



3. Training

- Training is not only for new employees but also for existing staff members. Technology is developing very fast, and companies must adopt new ones if they wish to succeed. Employees may not possess the latest skills needed for the modern work environment. Business houses must provide training to upskill their workers so that future needs are satisfied from within.
- It is one of the most important duties of human resource management heads to continuously assess the skill needs of their firms and arrange for timely training programs. This helps in company growth and [employee](#) retention.

4. Assessment

- Everyone wants to grow in their job. All employees desire to go up to the next level in their professions, and for this, it is necessary to assess their skills. The HR department must conduct timely assessments and promote deserving employees to higher positions. Such appraisals must be fair and transparent so that workers are sure their good work will be rewarded.
- Regular assessments also help human resource management know which employees can take up higher responsibilities. These performance analyses enable the firm to formulate effective training programs.

5.Salaries And Benefits

- Nobody works for free. Every employee must be compensated adequately for their work. Not paying enough can result in employees leaving the firm. The cost of employing new people is much more than retaining an existing person. This means that [human resource management](#) personnel must ensure that employees get adequate salaries and benefits to stay in their jobs and contribute to the company's progress.
- Manpower managers must make sure that the establishment pays on par with what the market offers. They must also avoid paying more and causing losses to the firm.

6.Worker Retention

- With new firms from within the country and outside starting operations regularly, it is not easy to get the right people. Moreover, hiring new people is not just expensive but also consumes a lot of time. Human resource management professionals must ensure that employees stay on and work towards the development of the company.
- Retaining workers require manpower managers to constantly assess employee requirements and address their grievances. Employees must feel free to voice their concerns and get solutions easily. Timely rewards and providing a healthy working environment are crucial to manpower retention.

7. Policy Formulation

- Every company must have a clear HR policy that benefits both the firm and its employees. It is the responsibility of the human resource management team to formulate such a policy and ensure that it is shared with the employees. They must also make sure that every worker understands the policies and why they must follow them strictly.
- The company must make these regulations keeping in mind the present working and market conditions. Manpower managers must make policies in line with the firm's culture and industry. They must update the policies when the need arises.

8. Conflict Resolution

- One of the critical duties of the HR department is to ensure a peaceful working environment without which the workers cannot perform well. When people from different educational, cultural, and family backgrounds work in the same place, there are bound to be conflicts. Arguments can occur among employees themselves or with the management.
- The HR team is tasked with resolving such issues and keeping work going on smoothly. Any kind of indiscipline must be treated with strict punishments, and workers made to understand that they must maintain peace in the workplace.

Skills Needed To Become A HR Professional

1. Interpersonal Skills

- Interaction with employees is the prime responsibility of every HR personnel. These are the people who prospective employees meet first.
- So, they must make a good impression on the candidates. They must be easily approachable to staff members because that is the first step to resolving issues within the company.
- Good human resource management professionals show genuine interest in employees' matters and build rapport with them.

SKILLS NEEDED TO BECOME A HR PROFESSIONAL



2. Communication Skills

- HR professionals must be good communicators as they must interact with people from different educational and cultural backgrounds.
- They must be able to communicate the messages from the management and the employees to one another.
- [Human resource management is responsible](#) for conveying the policies of the companies correctly to new employees. Their communication with job seekers is crucial in getting the right people for the firm. Geo

3. Emotional Intelligence

- More things are unsaid in a company than those spoken outwardly. A good HR professional who possesses emotional intelligence can understand the feelings of workers without hearing from them.
- As a person who is responsible for the welfare of employees, the human resource management expert must be able to know what underlying emotions make them behave in a particular fashion. Understanding such emotions and responding sympathetically helps earn the trust of staff members.

4.Man-Management Expertise

- Knowledge about HR responsibilities and duties is considered highly valuable by most employers. They prefer someone with experience in the department. This helps the company use its capabilities as soon as they are employed.
- But not everyone comes with experience. This is where a course in human resource management helps you understand the job of a manpower manager and [stakeholder engagement](#) and start your job with an edge over others.

5.Technical Skills

- Being tech-savvy is highly essential today. Numerous software programs help [HR professionals do their duties more efficiently](#). Employers expect those joining the HR department to be able to use new technology to get things done quickly.
- Data analytics is helping human resource management greatly by enabling better decision-making. Payroll and attendance software helps make accurate salary calculations. HRIS makes performance analysis and rewards decisions easy.

The Functions of Human Resource Management



Recruitment and Selection

Attracting, screening, and hiring the best-fit candidates for the organization.



Training and Development

Designing and delivering training programs to enhance the skills and knowledge of employees.



Compensation and Benefits

Designing and administering competitive compensation and benefits packages to attract and retain talent.



Performance Management

Evaluating and providing feedback on employee performance to support their growth and development.

