

@MARIAENGLISHLESSONS

HUMAN RESOURCES: A CLASS OVERVIEW

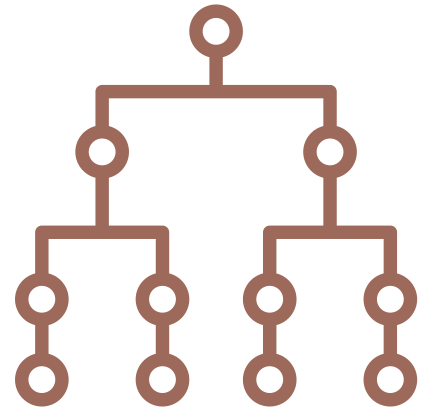
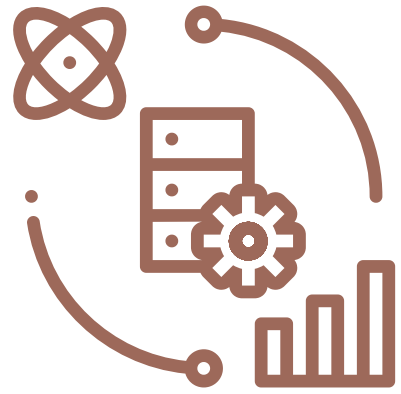


MARIA L. ENGLISH
TEACHING SYSTEM
LEARN HAVING FUN!

A photograph of a desk with a laptop and a vase of eucalyptus leaves. The laptop is on the left, and the vase is in the center. The background is a light-colored wall.

INTRODUCTION TO HUMAN RESOURCES:

HUMAN RESOURCES (HR) IS A CRUCIAL FUNCTION WITHIN ORGANISATIONS, FOCUSING ON MANAGING THE MOST VALUABLE ASSET: PEOPLE. IT INVOLVES VARIOUS ACTIVITIES, INCLUDING RECRUITMENT, TRAINING, EMPLOYEE RELATIONS, AND ENSURING LEGAL COMPLIANCE. LET'S DELVE INTO THE KEY ASPECTS OF HR.



1. ROLES AND RESPONSIBILITIES IN HR:

- **RECRUITMENT AND SELECTION:** FINDING AND HIRING THE RIGHT TALENT FOR THE ORGANISATION.
- **TRAINING AND DEVELOPMENT:** ENHANCING EMPLOYEES' SKILLS AND KNOWLEDGE TO IMPROVE PERFORMANCE.
- **EMPLOYEE RELATIONS:** MANAGING RELATIONSHIPS BETWEEN EMPLOYEES AND THE ORGANISATION.
- **COMPENSATION AND BENEFITS:** DETERMINING SALARIES, BONUSES, AND OTHER PERKS.
- **LEGAL COMPLIANCE:** ENSURING ADHERENCE TO LABOR LAWS AND REGULATIONS.
- **PERFORMANCE MANAGEMENT:** EVALUATING AND GUIDING EMPLOYEES TO ACHIEVE ORGANIZATIONAL GOALS.

2. RECRUITMENT AND SELECTION:

- **JOB ANALYSIS:** IDENTIFYING THE SKILLS, QUALIFICATIONS, AND RESPONSIBILITIES FOR A SPECIFIC JOB ROLE.
- **SOURCING CANDIDATES:** UTILIZING JOB PORTALS, SOCIAL MEDIA, AND NETWORKING TO FIND POTENTIAL CANDIDATES.
- **INTERVIEW TECHNIQUES:** CONDUCTING STRUCTURED INTERVIEWS TO ASSESS CANDIDATES EFFECTIVELY.
- **ONBOARDING:** WELCOMING AND INTEGRATING NEW EMPLOYEES INTO THE ORGANIZATION.



3. TRAINING AND DEVELOPMENT:

- **TRAINING NEEDS ANALYSIS:** IDENTIFYING SKILLS GAPS AND CREATING TARGETED TRAINING PROGRAMS.
- **METHODS OF TRAINING:** USING WORKSHOPS, ONLINE COURSES, AND ON-THE-JOB TRAINING FOR SKILL ENHANCEMENT.
- **PROFESSIONAL DEVELOPMENT:** ENCOURAGING CONTINUOUS LEARNING AND GROWTH FOR CAREER ADVANCEMENT.



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4. EMPLOYEE RELATIONS:

- **CONFLICT RESOLUTION:**
RESOLVING DISPUTES AND ISSUES AMONG EMPLOYEES PROFESSIONALLY.
- **EMPLOYEE ENGAGEMENT:**
CREATING A POSITIVE WORK ENVIRONMENT TO ENHANCE MOTIVATION AND PRODUCTIVITY.
- **WORK-LIFE BALANCE:**
PROMOTING POLICIES THAT SUPPORT EMPLOYEES' PERSONAL AND PROFESSIONAL LIVES.



5. COMPENSATION AND BENEFITS:

- **SALARY STRUCTURE:** DESIGNING FAIR AND COMPETITIVE SALARY PACKAGES BASED ON INDUSTRY STANDARDS.
- **BENEFITS ADMINISTRATION:** MANAGING HEALTH INSURANCE, RETIREMENT PLANS, AND OTHER PERKS.
- **INCENTIVES:** OFFERING BONUSES AND INCENTIVES FOR EXCEPTIONAL PERFORMANCE.





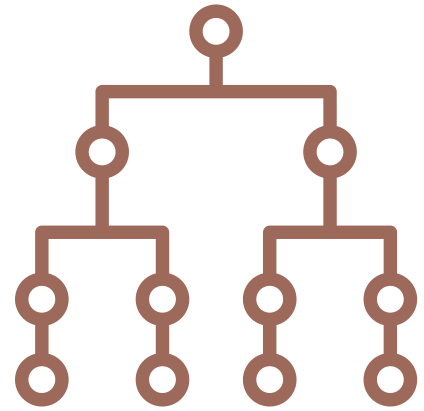
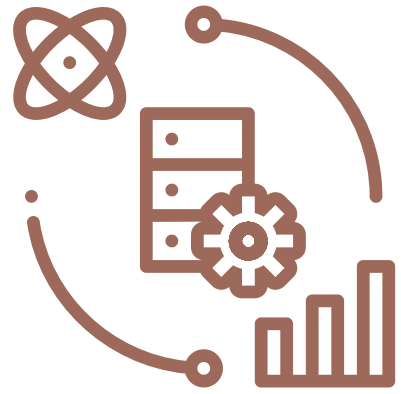
6. LEGAL COMPLIANCE:

- **LABOR LAWS:** UNDERSTANDING AND IMPLEMENTING LAWS RELATED TO WORKING HOURS, WAGES, AND BENEFITS.
- **DIVERSITY AND INCLUSION:** ENSURING A DIVERSE WORKFORCE AND PROMOTING AN INCLUSIVE WORKPLACE.
- **HEALTH AND SAFETY:** CREATING A SAFE WORKING ENVIRONMENT AND COMPLYING WITH OCCUPATIONAL SAFETY REGULATIONS.

7. PERFORMANCE MANAGEMENT:

- **GOAL SETTING:**
COLLABORATIVELY SETTING CLEAR AND ACHIEVABLE GOALS FOR EMPLOYEES.
- **PERFORMANCE APPRAISALS:**
CONDUCTING REGULAR EVALUATIONS AND PROVIDING CONSTRUCTIVE FEEDBACK.
- **CAREER DEVELOPMENT:**
CREATING DEVELOPMENT PLANS TO HELP EMPLOYEES PROGRESS WITHIN THE ORGANIZATION.





CONCLUSION:

HUMAN RESOURCES PLAYS A PIVOTAL ROLE IN FOSTERING A POSITIVE WORK ENVIRONMENT, NURTURING TALENT, AND ENSURING ORGANIZATIONAL SUCCESS. BY UNDERSTANDING THESE KEY ASPECTS, ORGANIZATIONS CAN EFFECTIVELY MANAGE THEIR HUMAN CAPITAL AND CREATE THRIVING WORKPLACES. REMEMBER, THE HEART OF HR LIES IN VALUING AND EMPOWERING PEOPLE.