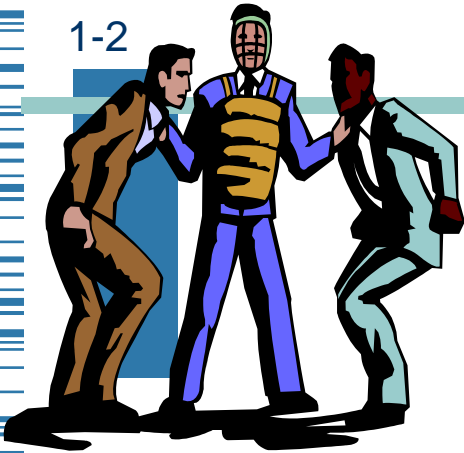


The Management Process

- ◆ Planning
- ◆ Organizing
- ◆ Staffing
- ◆ Leading
- ◆ Controlling





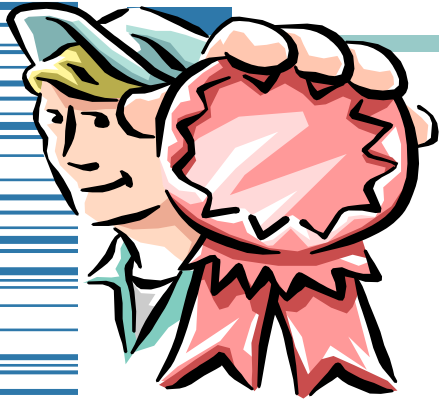
Management Process

- ◆ **Planning**
 - Goals and standards
 - Rules and procedures
 - Plans and forecasting.
- ◆ **Organizing**
 - Tasks
 - Departments
 - Delegating
 - Authority and communication
 - Coordinating



Management Process

- ◆ **Staffing**
 - Hiring
 - Recruiting
 - Selecting
 - Performance standards
 - Compensation
 - Evaluating performance
 - Counseling
 - Training and developing



Management Process

- ◆ **Leading**
 - Getting the job done
 - Morale
 - Motivation
- ◆ **Controlling**
 - Setting standards
 - Comparing actual performance to standards
 - Corrective action

HRM Function

Human Resource Management is the process of acquiring, training, appraising, and compensating employees and attending to their labor relations, health and safety, and fairness concerns.

HRM *People* Functions Include:

- ◆ Job analyses
- ◆ Labor needs
- ◆ Recruit
- ◆ Select candidates
- ◆ Orient and train
- ◆ Wages and salaries
- ◆ Incentives and benefits
- ◆ Performance
- ◆ Communicate
- ◆ Train and develop
- ◆ Employee commitment
- ◆ Equal opportunity
- ◆ Health and safety
- ◆ Grievances/labor relations



HRM is Important to *all* Managers. Don't Let These Happen to You!

- ◆ The wrong person
- ◆ High turnover
- ◆ Poor results
- ◆ Useless interviews
- ◆ Court actions
- ◆ Safety citations
- ◆ Salaries appear unfair
- ◆ Poor training
- ◆ Unfair labor practices



Specific Objectives

- ◆ Helping the org. reach its goals
- ◆ Using the skills and activities of the work force efficiently
- ◆ Providing the org. with well trained and well motivated employees
- ◆ Communicating the org.'s HRM goals to all employees

Org. Climate Effects on HRM

- ◆ Includes size, technology, culture....and two most important includes Management Style and Union

Definition

Line and Staff Aspects of HRM

- ◆ *Authority*
 - Making decisions
 - Directing work
 - Giving orders
- ◆ *Line Managers*
 - Accomplishing goals
- ◆ *Staff Managers*
 - Assisting and advising line managers



Line Manager's HRM Jobs

- ◆ The right person
- ◆ Orientation
- ◆ Training
- ◆ Performance
- ◆ Creativity
- ◆ Working relationships
- ◆ Policies and procedures
- ◆ Labor costs
- ◆ Development
- ◆ Morale
- ◆ Protecting

Staff Manager's HRM Jobs

- ◆ **Line authority**
- ◆ **Implied authority**
- ◆ **Functional control**
- ◆ **Employee advocacy**



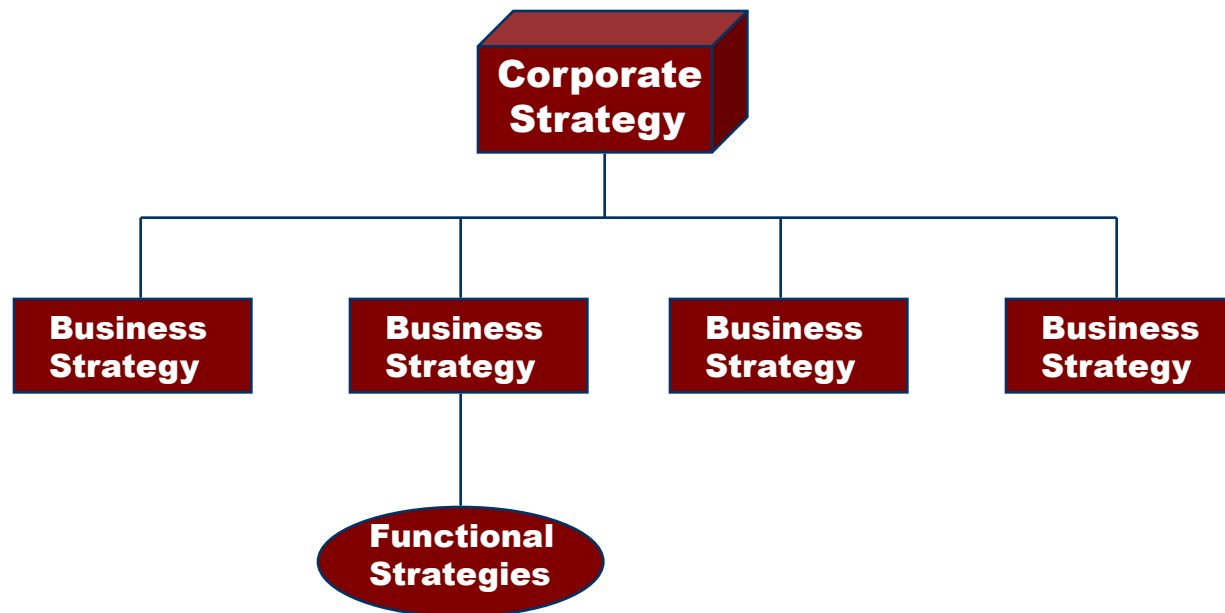
Strategic Planning and Trends

- ◆ *Strategy* is the company's long-term plan for how it will balance its internal strengths and weaknesses with its external opportunities and threats to maintain a competitive advantage.



Strategic Planning 101

There are three levels of strategic planning as shown below



The Strategic Planning Process

- ◆ SWOT analysis - Strengths, Weaknesses, Opportunities, and Threats
- ◆ Best strategic plans *balance* a company's Strengths and Weaknesses with the Opportunities and Threats the firm faces
- ◆ Basic strategic trends
 - Globalization
 - Technological advances
 - The nature of work
 - The workforce



HR's evolving role

Protector
and
Screenener



Change Agent

Strategic Partner

Definition

Strategic HRM

- ♦ *Strategic human resource management: linking HRM with strategic goals and objectives to improve business performance and develop organizational cultures fostering innovation and flexibility.*

