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Human resource management projects pdf

The evolution of human resources since the early 1900s provides many challenges for human resources professionals. Traditionally referred to as the "personnel department," the focus of this department has shifted with expanding responsibilities due to changes in the organizations. What once were clearly defined duties of the human resources unit and the line manager are now blurred and sources of conflict. Line managers are more production- and goal-oriented, as it is their role to make or save money for the company. Line managers are often referred to as supervisors, if at a more entry-level stage. Line managers are more hands-on oriented and responsible for getting the work done, maintaining employee performance and handling disciplinary issues. The human resources manager has a legal and moral responsibility to both the employee and the company with a much broader scope. Unlike the line manager, he is not directly responsible for the employee's performance. His role is to see that any issues are dealt with fairly, legally and in accordance with company policy. Line managers can see human resource managers as a hindrance and more like a "policy-manual-thumping" police department. Conversely, human resource managers can see line managers as "walking lawsuits" due to the lack of training and understanding of employment laws. Human resources managers should spend time with the line manager in learning the business and how goals are achieved. Line managers should be trained by human resources managers in legal and employee relations issues. There seems to have been positive meeting of the minds of human resources and line managers as work becomes more complex and employment laws more stringent. Human resources managers are also working toward better relationships with the line managers by increasing their understanding of the business. Human resources departments in an organization handle employee relations, hiring and benefits for all workers. The human resources manager oversees the function of the department and sometimes specializes in an area of human resources management. Human resources departments shape company policies and bring in the most qualified employees. The human resources manager directs the activities of workers in the department. A manager assigns duties to HR employees, including training, employee benefits and recruitment. The human resources manager works with department heads to determine the needs of the organization. For example, a department head might determine that a specific number of employees is needed to fulfill the goals of the organization. The human resources manager will assign the task to a worker in the department to place advertisements for workers, recruit new employees, conduct interviews and check references to fulfill the need of the department. Human resources employees may enter the field with a bachelor's degree, but an advanced management position requires a master's degree. According to the Bureau of Labor Statistics (BLS), education in human resources does not occur until the graduate level. The manager might have education in a technical field such as engineering in a high- tech company. Business administration and industrial relations degrees assist those seeking a management position in human resources. A human resources manager must have communication skills to work with employees, new recruits and department heads. A manager must have leadership skills to direct the activities of workers in the HR department. Human resources managers are knowledgeable in employment law and the regulations to protect workers. Human resources managers can advance to a consultant position working independently with companies to develop a benefits package, hire new workers and create a training program. Human resources employees can obtain certification to advance in their careers. The American Society for Training and Development and the International Foundation of Employee Benefit Plans offer certification for HR workers. A company's human resources manager is in charge of the department that deals with the employees. The human resources manager concentrates on the human side of the company and its effect on the general progress of the company. As a human resources manager, you'll be responsible for all aspects of recruiting new employees [source: bls]. A human resources manager keeps up to date with employment law and has to deal with any workplace problems, such as harassment. As such, the human resources manager may have to resolve conflicts involving the company's personnel. Therefore, the human resources manager needs to have excellent interpersonal skills [source: bls]. If you think you can cope with all that and much more, read on to find out how to become a human resources manager.Earn a bachelor's degree. Your degree could be in human resources, business or even in liberal arts.Earn a master's degree in human resources. This is not essential for an entry-level job but will be a plus if you want to be a human resources manager.Apply for an entry-level job in the human resources department of a company.Work your way up, by showing good capabilities in all aspects of the job and demonstrating excellent management skills.Apply for a job as human resources manager once you have several years of experience. You can apply for the position in the company where you are presently employed or in a different company [sources: education-portal].Good luck in your job as a human resources manager! By Chron Contributor Updated January 19, 2021 The U.S. Bureau of Labor Statistics description of careers in HR management suggests that analytical and critical thinking skills, the ability to lead individuals and groups, and clear communication are qualities important for successful HR managers. Equally important are characteristics that enable HR managers to strike a balance between being professional yet approachable, because they have a responsibility to support the entire workforce. Characteristics of HR manager functions is partly based on a generalist's knowledge of HR disciplines: compensation and benefits, safety and risk management, employee relations, recruitment and selection, and training and development. To supervise HR specialists in each of the disciplines, an HR manager must have extensive knowledge of these areas. The HR manager typically is the expert in both HR management and HR processes. HR managers have strong communication skills regardless of the audience, interacting effectively with a wide range of people, executives, staff, suppliers, colleagues and applicants. An HR manager must have a way with words, regardless of the audience. Another, equally important element of an HR manager's role is to listen, the most important aspect of communication. Employees' comments about the workplace should be given as much serious consideration and respect as the chief executives' speeches about organizational strategy. Terminating employees is probably an HR manager's least favored task, but she must balance professionalism with compassion to handle employee terminations in the best possible way, according to Toppr. An HR manager's empathy is also welcomed by employees who share information about medical-related issues requiring a leave of absence or need to discuss sensitive matters, such as complaints about workplace harassment. HR can get pretty tricky and complicated at times, so characteristics of human resource management must include integrity. HR managers count on their integrity to uphold equal employment opportunity. Basic business principles such as fairness and equity are the foundation for fair employment practices, and it takes clear understanding of employment and labor law to support compliance with laws that regulate the workplace. In addition, HR managers have access to employment data, organizational strategy and the company's proprietary information, and depend on their sense of integrity to maintain strict confidentiality. In addition to understanding human behavior, HR personality traits include being a good leader. As managers of the department that recruits workers and provides recommendations for hiring workers, they are able to lead other department managers by example. For example, an HR manager who is committed to training and development for the company's employees sets an example and demonstrates to other department managers the value of improving skills of existing employees. HR managers also lead by example when they adhere to the organization's code of conduct in treating employees with respect. By Chron Contributor Updated March 08, 2021 As the role of managing a workforce has evolved over the years, so have the titles and duties of the people handling employee-related activities. While many people still interchange the words "personnel" and "human resources," those in the profession use "personnel" to refer to basic employee management, while "human resources" refers to a more comprehensive strategic approach to the tasks involved with workforce management. Companies used the word "personnel" long before human resources, largely limiting it to refer to activities administrative duties, according to HRM Exam.com. These activities include tasks such as such as recruiting, orientation, payroll, compensation and benefits planning, grievances, discipline, termination and issues directly related to a company's workers. A personnel manager was not part of the executive management team or involved in long-range strategic planning issues. As businesses expanded their understanding of how workers, their skills and costs affected strategic planning, they added more activities related to employee management. This included creating succession plans, managing labor costs, creating total rewards programs, developing wellness initiatives, providing ongoing training and addressing evolving labor laws and regulations. Workers became known as human capital and all things related to workforce management came to be known as human resources, explains Management Study Guide. If a business uses the title "personnel manager" in the traditional sense, this person primarily has hands-on responsibilities for bringing workers on board, managing their paperwork, approving vacation requests, handling grievances and overseeing the departure of employees. The responsibility for training, rewarding, disciplining and terminating workers is part of a director of personnel job description. At small companies, the owner's administrative assistant might be given personnel responsibilities, with the position evolving as the company adds more employees. Personnel managers in this role aren't part of the executive team. In addition to managing basic personnel activities, an HR manager helps the executive team plan the long-term employee needs of the company. She helps management understand how new initiatives will affect the workforce and/or if the company has the human capital to handle a new project or meet a specific goal. An HR manager helps plan labor needs a year or more in advance using an organization chart. This person works with department heads to determine what training employees need and works on overall workforce development with ongoing training and education activities. This position helps create the corporate culture, developing policies and procedures for employees. An HR manager might have many individual skills, but might need to outsource some functions or hire staff with specialties, depending on her training and the size of the company. Human Resource Management (HRM or HR management) is the process of a company or organization that deals with recruiting, hiring, managing and providing training for employees working in that organization. Members of HR provide employees with the tools, resources, and training so they may contribute to making the company successful. Every area within an organization is touched by people working in the human resources department. See our list of 20 Great Value Online Colleges for a Human Resources Degree (Bachelor's). Defining HR Management Putting it simply, HR management is a group of employees, known as human resources managers, who plan, direct and oversee the administrative duties of the human resources department. They're in charge of recruiting, interviewing, hiring and firing of employees. They typically act as a link between employees and management and strive to help the employees have the best working conditions. HR managers collaborate with other managers regarding issues like sexual harassment, equal employment opportunity, mediating disputes and disciplinary procedures. They also supervise the work of support staff, offer incentives to motivate employees and ensure management is adhering to company policies and government regulations. HR managers also handle benefit issues, pensions, and payroll. U.S. News & World Report ranks HR specialists No. 12 among best jobs and No. 54 among 100 best jobs. Becoming a Human Resources Manager Becoming a human resources manager requires not just education but work experience as well. The candidate must complete a degree in human resources or a related field. While some HR managers are hired with baccalaureate degrees, others choose to pursue master degrees. The degree may be in human resources, business management, education, finance or information technology. A graduate degree in human resources, business administration or labor relations may be required for higher-level positions. Associate's degree programs in human resources may lead to positions working in an HR department but typically not management positions. Depending on if the candidate chooses a bachelor's or master's degree, he or she may be in school for four to six years. Once the candidate has earned the degree, he or she must work for a few years to gain experience in management and demonstrate leadership abilities. The applicant must also possess good communication, organizational and decision-making skills. Certification Certification is not required for human resources managers, but it can be beneficial. Various certifications are offered through these agencies. WorldatWork The Society for Human Resource Management International Foundation of Employee Benefit Plans HR Certification Institute Career Outlook for Human Resources Managers The U.S. Bureau of Labor Statistics reported that human resources managers could expect to see an employment growth of 9 percent from 2016-2026. The change in employment laws, such as equal employment opportunity, benefits and workmen's compensation, keeps human resources managers in demand. Human resources managers in the lowest 10 percent earned annual wages of \$65,040, while those in the top 90% earned \$197,720, according to a May 2017 report by the bureau. The average annual wage was \$123,150. Despite how many changes an organization goes through, they never stop needing the services of human resources managers. A career in human resource management offers good career opportunities, excellent wages and the opportunity to help employees work in the best possible environment.

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