

ASPECTS OF HUMANRESOURCE MANAGEMENT



TRAINING AND DEVELOPMENT



- Training and development is vital part of the human resource development. It is assuming ever important role in wake of the advancement of technology which has resulted in ever increasing competition, rise in customer's expectation of quality and service and a subsequent need to lower costs.



IMPORTANCE OF TRAINING AND DEVELOPMENT



TYPES OF TRAINING



- INDUCTION OR ORIENTATION TRAINING
- JOB TRAINING
- SAFETY TRAINING
- PROMOTIONAL TRAINING
- REFRESGER TRAINING
- REMEDIAL TRAINING
- INTERNSHIP TRAINING

MENTORING

DEFINITION

Mentoring is the Employee training system under which a senior or more experienced person (the mentor) is assigned to act as an advisor, counselor, or guide to a junior or trainee. The mentor is responsible for providing support to, and feedback on, the person in his or her charge.



KNOWLEDGE MANAGEMENT



DEFINITION :-

- KM is the process through which organizations generate value from their intellectual and knowledge-based assets.
- Knowledge Management (KM) refers to a multi-disciplined approach to achieving organizational objectives by making the best use of knowledge.

PERFORMANCE MANAGEMENT AND APPRAISAL



- Performance appraisal is a systematic process in which employees job performance is evaluated in relation to the projects on which employee has worked and his contribution to the organisation. It is also known as an annual review or performance review.



Types Of Performance Appraisals

- 1 The 360-Degree Appraisal
- 2 General Performance Appraisal
- 3 Manager Performance Appraisal
- 4 Technological Performance Appraisal
- 5 Employee Self-Assessment
- 6 Project Evaluation Review
- 7 Sales Performance Appraisal

CAREER PLANING AND DEVELOPMENT



DEFINITION

- A career may be defined as ‘ a sequence of jobs that constitute what a person does for a living’.
- A career plan is an individual’s choice of occupation, organization and career path.

BENEFITS OF CAREER PLANNING



- Career planning ensures a constant supply of promotable employees.
- It helps in improving the loyalty of employees.
- Career planning encourages an employee's growth and development.
- Career planning reduces labour turnover.

COMPENSATION PLAN



- Compensation is an integral part of an employee's sustenance and survival which has a motivational element also.
- *When the employee receives the money in terms of salary or wage, it is known as direct compensation.*



COMPONENTS OF COMPENSATION



BASIC WAGES/SALARIES

DEARNNESS
ALLOWANCE

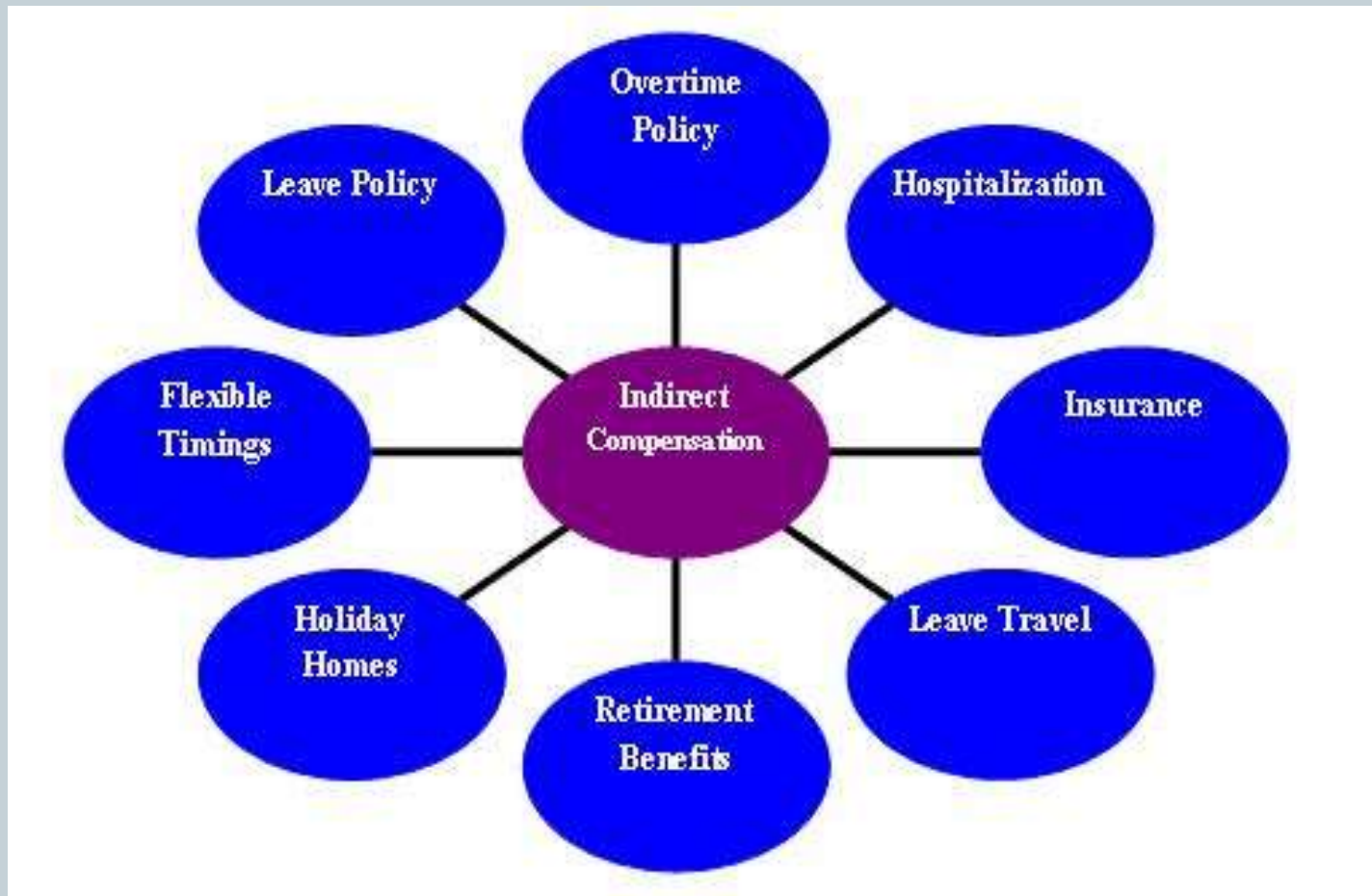
INCENTIVES

BONUS

TYPES OF COMPENSATION



INDIRECT COMPENSATION



MOTIVATION



- Motivation is the complex of forces starting and keeping a person at work in an organization.
- Motivation implies any emotion or desire which so condition one's will that the individual is properly led into action.



TYPES OF MOTIVATION



- Motivation may be positive or negative
- Motivation may be financial or non financial
- Primary and Secondary Motivation

JOB SATISFACTION



Job satisfaction is defined as the extent to which an employee feels self-motivated, content & satisfied with his/her job. Job satisfaction happens when an employee feels he or she is having job stability, career growth and a comfortable work life balance. This implies that the employee is having satisfaction at job as the work meets the expectations of the individual.

FACTORS OF JOB SATISFACTION



EMPLOYEES MORALE



Employee morale is the amount of satisfaction an employee has with his or her job and its current working conditions. It measures the motivation of an individual within the workplace.

FACTORS AFFECTING MORALE



The Organization : The first factor affecting the employee morale is the organization itself. The organization influences the worker's attitudes to their jobs.

The Nature of Work : The nature of the work, the worker is expected to perform also affects his attitude towards job as well as his morale.

The Level of Satisfaction : The level of satisfaction, a worker derives from his job is another determinant of morale.

The Level of Supervision : The level of supervision received by an employee has a tremendous influence on his morale.

Concept of self : What is the employee's concept of himself? The answer to this question influences the attitudes of the employees to the organizational environment.

Worker's Perception of Reward System : The worker's perception of past rewards and future opportunities for rewards affect their morale to a substantial extent. If the workers regard the rewards as fair and satisfactory, their morale will tend to be higher than if the perception is in the opposite direction.

- **The Employee's Educational Level :** Studies have concluded an inverse relationship in the educational level of the employee and his morale. Higher the educational level, lower will be the job satisfaction and vice versa. The higher he thinks he should be, the more dissatisfied he will be.
- **The Employee's Occupational Level :** The occupational level of the employee also influences his level of morale. The higher up in organizational hierarchy an employee is, higher will be his morale.

The Off the Job Activities of the Employee : The relationship of an employer with his family and work group influences his behaviour and attitude while he is on the job. His off the job activities, e.g., whether his family life is happy or not, whether he has excessive drinking habits etc.,



THANK YOU !