

Chapter 1 : Effective personnel management. (Book,) [blog.quintoapp.com]

Human resources, Effective Personnel Management, is concerned with the effective use of the skills of people. They may be salespeople in a store, clerks in an office, operators in a factory, or technicians in a research laboratory.

Personnel Management Objectives-2 Considering these objectives, you will perhaps, agree that the objectives are in the best interests of all those to whom management is responsible i. In our next post we will [â€¦] Personnel Management Objectives-1 Today we continue our talk on personnel management objectives. We have already discussed four objectives in our last post. Today we will discuss other two objectives. To recognise and satisfy individual needs and group goals by offering an adequate and equitable remuneration, economic and social security in the form of monetary disability, death, [â€¦] [â€¦] Personnel Management Objectives The objectives of Personnel Management are given below: To achieve an effective utilization of human resources for the achievement of organization goals. Term life insurance rates provider need to manage all his agents in effective way to achievement organization goals. Personnel Management is concerned with employees both as individuals and also as a group. Personnel Management is function or activity aiding and directing workmen in maximizing their personal contribution and satisfaction in employment, bringing them an equitable, just and humane treatment, and adequate security from employe [â€¦] Functions and operations of a personnel office An organization is formed for the fulfillment of certain objectives like earning a desired rate of profit on investment, exploitation of certain natural resources, development of a given geographical area, and supplying to the public some essential goods or services. Machines, materials, money and all other non-human resources are the tools and aids that man [â€¦] Human Resource Systems If organization has got systems to punish but not to reward people, the former too become defunct over a period of time because a manager who does not have the power to reward forfeits his right to punish, at least in course of time. Organizations vary in regard to the degree to which they [â€¦] Formal Structure and Human Resource Systems Organizations operate in an ever changing environment. Hence there is need for changing assumptions about organization structures also. Modern organizations involving high technology and educated workforce require relatively flat and not pyramidal structures. The number of levels between the operator at the lowest rung and the chief executive at the highest rung in the hierarchy has increased from 5 to 15 in the last fifteen [â€¦] Strategy and Planning We will continue our talk on some standards for Strategy and Planning for organization. Personnel should use information about their performance to gain recognition and acceptance. Numbers are important because words are imprecise. Peers in other functions focus on income, assets, liabilities, sales, costs and profits while personnel continue to talk about feelings. Strategic management involves consideration of the following aspects: Missi [â€¦] Political-3 Today we continue our talk on political as part of environmental aspects. Nevertheless, technological changes have reduced the dependence on muscle power in manual jobs, and manual labour in clerical and other white collar occupations. The advent of modern technology has rendered work on the shop-floor and the office more alike. Job content and methods [â€¦] Political-2 As a part of our talk on management still today we have discussed on so many important factors of the management like Concept of Human resources management, Human resources development, HRD mechanism, HRD planning, career planning, Organizational development, Quality management, HRD system, etcâ€¦ Today we continue our discussion on one important environment a [â€¦] Political-1 Political independence and democratic forces have raised the expectations of our people. Compared to most other developing countries in Asia and Africa, the democratic institutions in India are more developed, strong and active. There is an increasing demand from our people for a greater degree of involvement and participations in matters that concern and af [â€¦] Demographic and Socio-cultural Demographic Today we continue our talk and demographic as a part of environmental aspects and we are going to discuss on another aspects and which is Socio-cultural. Earlier, women were recruited mainly as labor in agriculture and related traditional industries like plantations, etc. Now they are increas [â€¦] Demographic-1 Over a period of time, the profile of employees, industrial workers in particular, has been changing. Labor is not restricted to certain castes and communities. Social mobility accounts for the emergence of a mixed industrial workforce. Over the years,

government intervention in regulating organizational purposes and performance has increased. Social obligations, legal aspects and trade union pressures are actively shaping the environment. Here we shall consider some of the e [â€™] Functioning of the System-2 We are talking about functionality of the System. We have already discussed on Building feedback and reinforcing mechanisms, Balancing quantitative and qualitative decisions and Balancing internal and external expertise. Today we are going to discuss on Planning for evolution of HRD. The various subsystems within HRD should provide feedback to one another. Systematic feedback loops should be designed for this purpose. For example, performance and potential appraisals provide necessary information for training and OD, and OD programmes provide information for work redesign. For example, inputs from manpo [â€™] Categories.

Chapter 2 : EFFECTIVE PERSONNEL MANAGEMENT by on Prezi

Effective Personnel Management: An application of Perceptual Control Theory () How I applied PCT to get results () These two articles complement each other.

Lead Associate Not all businesses are set up strictly in this order but this is a generally common picture of how the management tree is set up. Especially if we are speaking of a small company. But most companies are large enough to be able to break down the duties into an order very similar to that shown here. Is that person a manager? And that pretty much includes everyone on the above list. So, no matter where you fall in that list, it is a good bet that you would probably like to move up to the next level at some time in the future. Reading the following material can help you do just that. We begin by discussing what it means to direct others. A good starting point would be to think back to a time when you watched an old western movie. Do you remember the part where the stage coach is pulling into town? He whistles and shouts at the team as well as pulling on the reins in order to get them to go in the direction he desires. The team seems to do exactly what the teamster is directing them to do. We have four or more horses following the direction of one person. But consider what it has taken to make all of this work together smoothly. There are a couple of very important requirements that need to have already taken place. Each horse needs to be well trained for the position it takes in the team. Also, each horse must want to follow the directions of the teamster. Without training and motivation the teamster is helpless to accomplish his goal of making that stage coach travel down the road. Without training and motivation the teamster can end up looking quite foolish. The associates that work under your management position need to have the same ingredients if you want them to perform in such a way that you accomplish the goals you desire without looking quite foolish. The above illustration is a pretty accurate definition of the word manager. That is to say, a GOOD manager. When MrKent was in college he worked at a very fancy ship restaurant. People paid a lot of money to eat there and they usually left very large tips. There was live musical entertainment every night of the week and going to work was a pleasure - except for one thing: There was a manager who we will call Ruby. She was in charge of the waiters and bus boys. She would become short-tempered. She would begin telling people what to do instead of asking in a polite manner. She also had the habit of giving you an assignment, then, giving you another before you had finished the first, and then, scolding you later when she discovered that you had not finished the first. You could always count on Ruby to be yelling at everyone under her leadership before the evening was over. Week after week it seemed to get worse and worse as the pressure continued to build and the contention between Ruby and the crew steadily increased. Finally, the group met after work one night and decided that the next time Ruby became violent they would all walk out and never come back. Without fail, she stayed true-to-form the next Saturday evening. In the middle of the dinner hour, at the peak time of the evening, all of the waiters and bus-boys walked off the job. No one knows what ever happened to Ruby. In another situation MrKent worked part-time at a Wal-Mart store in the hardware department after his retirement. During the four years of employment there he had the opportunity to watch as several want-to-be assistant managers crossed his path. Some really understood what the job of a manager really requires. Many others seemed to be blinded by their own selfish desire to climb the ladder of success. And today he holds the top management position of a very successful Wal-Mart store. William climbed the ladder of success the easy way. His followers helped him get there. So, how does a GOOD manager get folks to want to follow his or her direction? The answer to that is simply finding out what people need and then trying to meet that need. At least not on a daily basis. Another basic need that an employee has is to be appreciated by his or her superiors. A good manager finds many opportunities to meet this basic need. Another basic need is that of being treated like a human being. A good manager does NOT flaunt his or her position. Many want-to-be managers think they will lose control of their position if they allow themselves to appear to be on the same level as their employees. The truth is this: You, as a manager, will gain the respect and admiration of your employees by doing all you can to make them feel important. Trying to make your employees feel inferior to yourself is more likely to arouse their anger and disdain toward you. Employees have feelings and an alert manager will do all he can to keep those feelings

positive. If you are not the owner of the business but simply hold a management position you have a great responsibility to your superiors to be sure the employees under you are satisfied. Dissatisfied employees always produce much less than those who are contented with their jobs. Your supervisor has given you the responsibility as a manager to be sure that the employees under you are working at their full potential. When your employees perform well it not only makes your job much easier, it also helps to boost your standing with your supervisor. If your superiors are happy with the performance of the employees under you, you can also be quite sure that the customers who do business with your company will also be satisfied. When every part of a business is working smoothly and all employees feel they are part of the team, it brings about an attractive representation that seems to delight your customers. As a manager you can also expect to run into problems from time to time which are difficult to solve. In most cases these problems involve people rather than equipment or products. Non-personnel problems are much easier to tackle than personnel problems. A machine or product can always be fixed or replaced but that is not the case with people. The most effective way to handle personnel problems is through dialog. Taking time to listen is the most important part of handling personnel issues. We are not talking about listening to the words being spoken. Rather, we are referring to the person speaking these words. Listen to the person. When you sit down as a manager with one of your employees while trying to resolve an issue you need to understand that the whole reason for the meeting is because the employee feels as though their back is against the wall. Whatever the problem, remember that you are dealing with a real, live person who is looking for answers. Take the time necessary, within reason, to make the employee feel you really do care and are trying to understand their feelings and the problems they face. Once you have heard the issue at hand, then begin to create a dialog that is aimed at a resolution. The best way of resolving an issue is to reach as much of a compromise as is possible in the eyes of the employee. This may or may not always be possible. But you should work toward that goal. By the way, fewer issues will arise if you have already set up a loose, friendly dialog with each one of your employees. Neglecting their needs or making them feel as though you have no concern for them as a person is much more likely to create problems between you and your employees. It also creates a tension that can generate issues between the workers themselves. A good manager is always alert and looking to spot trouble in order to begin dealing with it before it has an opportunity to become an issue that needs a great deal of attention. As a manager you also want to be on the lookout for the positive attributes of your employees. Come to work and keep your eyes open to see if you can spot the positive characteristics possessed by your employees. Look for special talents some might have. This becomes a real plus when placing someone in a position for which they are perfectly suited. It also helps you avoid doing just the opposite. Placing someone in a position for which they are absolutely not suited can become a catastrophe. Finally, keep your eyes open for that person who casually displays a considerable amount of leadership ability. If there are management or supervisory positions that fall under your management level you will find it much easier to fill those positions with qualified personnel if you already know who can do the job and who cannot. This is very important when needing to replace a manager or supervisor who has either moved up the ladder or who has resigned his or her position. In the end, you will find it much easier to manage people if you will make it your goal to keep your focus on meeting their needs rather than selling your product or service.

Chapter 3 : CHARACTERISTICS OF PERSONNEL MANAGEMENT | Managing Men

Personnel management exist to advice and assist the line managers in personnel matters. Therefore, personnel department is a staff department of an organization. Personnel management lays emphasize on action rather than making lengthy schedules, plans, work methods.

Personnel Management Personnel Management Personnel management can be defined as obtaining, using and maintaining a satisfied workforce. It is a significant part of management concerned with employees at work and with their relationship within the organization. Personnel management is an extension to general management. It is concerned with promoting and stimulating competent work force to make their fullest contribution to the concern. Personnel management exist to advice and assist the line managers in personnel matters. Therefore, personnel department is a staff department of an organization. Personnel management lays emphasize on action rather than making lengthy schedules, plans, work methods. The problems and grievances of people at work can be solved more effectively through rationale personnel policies. It is based on human orientation. It tries to help the workers to develop their potential fully to the concern. Personnel management deals with human resources of a concern. In context to human resources, it manages both individual as well as blue- collar workers. Role of Personnel Manager Personnel manager is the head of personnel department. He performs both managerial and operative functions of management. His role can be summarized as: Personnel manager provides assistance to top management- The top management are the people who decide and frame the primary policies of the concern. All kinds of policies related to personnel or workforce can be framed out effectively by the personnel manager. He advices the line manager as a staff specialist- Personnel manager acts like a staff advisor and assists the line managers in dealing with various personnel matters. As a counsellor,- As a counsellor, personnel manager attends problems and grievances of employees and guides them. He tries to solve them in best of his capacity. Personnel manager acts as a mediator- He is a linking pin between management and workers. He acts as a spokesman- Since he is in direct contact with the employees, he is required to act as representative of organization in committees appointed by government. He represents company in training programmes. Functions of Personnel Management.

Chapter 4 : Personnel Management - Definition, Functions, PPT

1."The personnel function is concerned with the procurement, development, compensation, integration, and maintenance of the personnel of an organisation for the purpose of contributing toward the accomplishment of that organisation's major goals or objectives. Therefore, personnel management is.

This article will discuss the numerous differences between the two approaches. Personnel management is a predominantly administrative record-keeping function that aims to establish and maintain equitable terms and conditions of employment. Human resource management integrates the traditional personnel management functions to corporate goals and strategies, and performs additional people-centered organizational developmental activities. Significant difference exists between personnel management and human resource management in terms of scope, approach, and application. The scope of personnel management includes functional activities such as manpower planning, recruitment, job analysis, job evaluation, payroll administration, performance appraisals, labor law compliance , training administration, and related tasks. Human resources management includes all these activities plus organizational developmental activities such as leadership, motivation, developing organizational culture, communication of shared values, and so forth. It seeks to optimize the use of human resources for the fulfillment of organizational goals. This strategic and philosophical context of human resource management makes it more purposeful, relevant, and more effective compared to the personnel management approach. The personnel management approach also concerns itself with establishing rules, policies, procedures, and contracts, and strives to monitor and enforce compliance to such regulations, with careful delineation of written contract. The human resource management approach remains impatient with rules and regulations. HR managers tend to relax rules based on business needs and exigencies, and aim to go by the spirit of the contract rather than the letter of the contract. An illustration of this difference in approach lies in the treatment of employee motivation. The personnel management approach holds employee satisfaction as the key to keeping employees motivated, and institutes compensation, bonuses, rewards, and work simplification initiatives as possible motivators. The human resource philosophy holds improved performance as the driver of employee satisfaction, and devises strategies such as work challenges, team work, and creativity to improve motivation. Personnel management remains aloof from core organizational activities, functions independently, and takes a reactive approach to changes in corporate goals or strategy. Human resource management remains integrated with corporate strategy and takes a proactive approach to align the workforce toward achievement of corporate goals. For instance, while the personnel management approach concerns itself with a reactive performance appraisal process, human resource management approach has a more comprehensive and proactive performance management system that aims to correct performance rather than make a report card of past performance. Although a distinct human resource department carries out much of the human resource management tasks, human resource initiatives involve the line management and operations staff heavily. Personnel management also strives to reconcile the aspirations and views of the workforce with management interest by institutional means such as collective bargaining, trade union-based negotiations and similar processes. This leads to fixation of work conditions applicable for all, and not necessarily aligned to overall corporate goals. Human Resource management gives greater thrust on dealing with each employee independently and gives more importance to customer-focused developmental activities and facilitating individual employees rather than bargaining or negotiating with trade unions. Finally, in any discussion of personnel management vs human resource management, we must include that personnel management lays down rigid job description with many grades and a fixed promotion policy--usually based on seniority and performance appraisal ratings. Human resource management, on the other hand, has relatively fewer grades and ranks, with broadly defined job responsibilities providing much scope for applying creativity and initiative, and plenty of career paths, with skills, talent and commitment the key drivers of career advancement. Rhetorics and Realities Anniversary ed.

Chapter 5 : Benefits of Effective Personnel Management - UC Nursery and Floriculture Alliance (UCNFA) M

Effective Personnel Management is in Effective Management series which is an innovative new series of high-quality management training texts allaying student centered learning to core business knowledge.

Introduction to Personnel Management Human resources, Effective Personnel Management, is concerned with the effective use of the skills of people. They may be salespeople in a store, clerks in an office, operators in a factory, or technicians in a research laboratory. In a business, personnel management starts with the recruiting and hiring of qualified people and continues with directing and encouraging their growth as they encounter problems and tensions that arise in working toward established goals. In addition to recruiting and hiring, some of the responsibilities of a personnel manager are: To classify jobs and prepare wage and salary scales. To deal with disciplinary problems. To negotiate with labor unions and service union contracts. To develop safety standards and practices. To manage benefit programs, such as group insurance, health, and retirement plans. To provide for periodic reviews of the performance of each individual employee, and for recognition of his or her strengths and needs for further development. To assist individuals in their efforts to develop and qualify for more advanced jobs. To plan and supervise training programs. To keep abreast of developments in personnel management. When a firm faces a scarcity of supervisory and specialized personnel with adequate experience and job capabilities, it has to train and develop its own people. This can be time consuming and expensive. The cost of hiring and training employees at all levels is increasing, for instance, several thousand dollars for a salesperson. A mistake in hiring or in slow and inefficient methods of training can be costly. Personnel managers must comply with the law by employing, training and promoting women and persons from minority groups. The problem in doing so is that many of these employees have not had appropriate experience and education in the past. Most employees, whether or not represented by labor unions, continue to seek improvements in direct compensation, employee benefits, and working conditions. All commitments must be based upon what the firm can afford, comply with current practices of other employers, and be understood and accepted by the employee. To do this, all employee policies and operating procedures should be developed and negotiated with great care. Some employees may not perform satisfactorily simply because their firm offers competitive compensation, benefits, and working conditions. In addition to these financial or physical compensations, they want responsibility, the opportunity to develop, and recognition of accomplishment in their jobs. The law have established requirements for pension and other benefit plans, and also bar mandatory retirement at age Complying with such changes presents real challenges. Personnel management works to achieve practical solutions to such problems. In large firms, it generally provides support to line management. In this staff capacity, the personnel department has the responsibility to develop and implement policies, procedures, and programs for recruitment, selection, training, placement, safety, employee benefits and services, compensation, labor relations, organization planning, and employee development. Often, the owner-manager of a firm also has to be the personnel manager. In such a case it is necessary to have an overview of current trends and practices in personnel management. All small businesses must staff their operations. This involves bringing new people into the business and making sure they are productive additions to the enterprise. Effective human resource management matches and develops the abilities of job candidates and employees with the needs of the firm. A responsive personnel system will assist you in this process and is a key ingredient for growth. Human resource management is a balancing act. Most expanding small businesses fall between the two extremes i. One function of personnel management deals with how to hire and train the right people and addresses the characteristics of an effective personnel system, such as:

Chapter 6 : Personnel Management Vs. Human Resource Management: What's the Difference?

Provide necessary and effective solutions to the conflicts Observe and evaluate the results of the implemented solutions the researchers will schedule an appointment with the supervisor in charge of the company's personnel to have discussion with regards to the different issues in the process.

Photo by Loren Oki. Competitive pressures have magnified the need for agricultural employers to operate efficiently, make good use of valuable human resources and minimize avoidable expenses, including the costs of defending against charges of wrongdoing. The decisions by which people are managed in agriculture affect business results, worker quality of life, commodity prices and quality, and even the social fabric of communities. Does it really matter how agricultural labor is managed? What gains can be realized from improving personnel practices and skills? Some benefits were brought home to growers during a recent tour of two value-added agricultural processing firms. An advisor accompanying them describes the obvious differences: The atmosphere felt cold. There was very little conversation between the managers conducting the tour and the working employees, and the relationship between them seemed very formal. Owners of the firm later talked about how tough it had become to make ends meet in their business. Labor costs were too high, productivity was down, rapid staff turnover was proving disruptive in many ways and good employees were always hard to find. The tour then continued down the road a few miles to another firm that produces a similar product for the same market. The difference was astonishing. Not only were production lines flowing smoothly, but people had an energy to them, and there was a hum about the place. It seemed the very building was alive. We heard some task-related conversations spiced with occasional laughs, and managers and employees were interacting comfortably. Owners later talked about their recent growth, steady increases of both sales and profits, and plans for further expansion. Naturally, we all wanted to know the secret of their success. In fact, well-qualified workers from other places often approached them looking for jobs, staff turnover was very low and productivity was high. Effective personnel management can be a major competitive advantage and a lead indicator of a thriving business. Who manages the agricultural labor force? More people have a hand in management than most of us realize. Their roles and the names by which they are commonly known differ across commodity sectors, parts of the nation, sizes of organization, forms of business, levels within the organization and cultural backgrounds. The things these individuals do to manage labor cover an expanse of human activity – deciding how many people to hire, setting wage rates, recruiting employees, writing layoff and recall policies, filling out forms upon hire, explaining harvest and pruning techniques, providing field accessibility to water and portable toilets, checking on product quality, adjusting for family emergencies, choosing a replacement foreman, trying to cool hostilities, selecting an employee of the month, administering first aid, documenting performance strengths and weaknesses, running a meeting and bargaining with an insurance agent. Their duties are seemingly endless. Guidelines for Managing Agricultural Labor, , [http:](http://)

Chapter 7 : Human Resources: Effective Personnel Management

Effective Performance Management: Doing What Comes Naturally There is a famous story about a naive student in his first English literature course who was worried because he didn't know what prose was.

Different writers have given different definitions of the term. Therefore, personnel management is the planning, organising, directing, and controlling of the performance of those operative functions. Jucius, Personnel Management 3. Principles and Practice of Management 6. Its objective is the maintenance of those relationships on a basis which, by consideration of the well-being of the individual, enables all those engaged in the undertaking to make their maximum personal contribution in the effective working of the undertaking. Objectives of Personnel Management: These are classified into two: These reveal the basic philosophy of top management towards the labour force engaged on the work and its deep underlying conviction as to the importance of the people in the organisation. The following are the most important objectives. The employer should always be careful in developing the personality of each individual. Each individual differs in nature and therefore management should recognise their individual ability and make use of such ability in an effective and make use of such ability in an effective manner. It is the main objective of personnel management to have a desirable working relationship between employee and employees so that they may co-operate the management. Man is the only active factor of production, which engages the other factors of production to work. Following are some of the important activities: Functions of Personnel Management: Personnel management involves two categories of functionsâ€”managerial and operative. Planning, organising, motivating and controllingâ€”are common to all managers including personnel managers and are performed by all of them. That is why it is said that general management and personnel management are one and the same. The planning function of a personnel manager pertains to the steps taken in determining a course of action. This involves developing a personnel programme and specifying what and how operative personnel functions are to be performed. After plans have been developed, the personnel manager must establish an organisation to carry them out. This function, therefore, calls for groupings of personnel activities, assignment of different group of activities to different individuals, delegation of authority to carry them out and provision for coordination of authority relationships horizontally and vertically in the organisation structure. Motivation involves guiding and supervising the personnel. Personnel manager must inculcate in the workers a keen appreciation of the enterprise policies. He must guide them towards improved performance and motivate them to work with zeal and confidence. Control involves measuring performance, correcting negative deviations and assuring the accomplishment of plans. Through direct observation, direct supervision, as well as reports, records and audit, personnel management assures itself that its activities are being carried out in accordance with the plans.

Chapter 8 : Personnel Management: itâ€™s Definitions, Objectives and Functions

Personnel management refers to the functions that many employers now refer to as Human Resources. The functions that the human resources staff perform relative to the organization's employees.

For many businesspeople, the last thing you want to worry about or do is managing people. You want to get out there and meet customers and create awesome products and bring exciting new opportunities through your front door. The good news is that you can make that task a little bit easier for yourself by remembering these 7 essential leadership keys, and your organization will benefit as a direct result. Delegate wisely The key to leadership success is to learn to effectively delegate both the responsibility for completing assignments and the authority required to get things done. This is a recipe for disaster. Set goals Every employee needs goals to strive for. Not only do goals give employees direction and purpose, but they ensure that your employees are working towards the overall organizational goals. Set specific and measurable goals with your employees, then regularly monitor their progress toward achieving them. Communicate Far too many bosses communicate far too little. Regardless, you must make every effort to get employees the information they need to do their jobs quickly and efficiently. Make time for employees Above all, leadership is a people job. When an employee needs to talk with you--whatever the reason--make sure that you set aside the time to do so. Put your work aside for a moment, put down your smartphone, and focus on the person standing in front of you. Recognize achievements Every employee wants to do a good job. And when they do a good job, employees want recognition from their bosses. Unfortunately, few bosses do much in the way of recognizing and rewarding employees for a job well done. The good news is that there are many things bosses can do to recognize employees that cost little or no money, are easy to implement, and that take only a few minutes to accomplish. Think about lasting solutions No matter how difficult the problem, there is always a quick solution, and leaders are happiest when they are devising solutions to problems. The trouble is that, in our zeal to fix things quickly and move on to the next fire, we often overlook the lasting solution that may take longer to develop. Products and services must be sold and delivered, and money must be made. Despite the gravity of these responsibilities, successful leaders make their organizations fun places to work. Mar 13, More from Inc.

Chapter 9 : EFFECTIVE MANAGEMENT TECHNIQUES

Our Mission is to encourage and develop creative leadership and effective personnel management within the agribusiness community. We accomplish this by disseminating information through area meetings, workshops, newsletters and bulletins, and our Annual Forum.