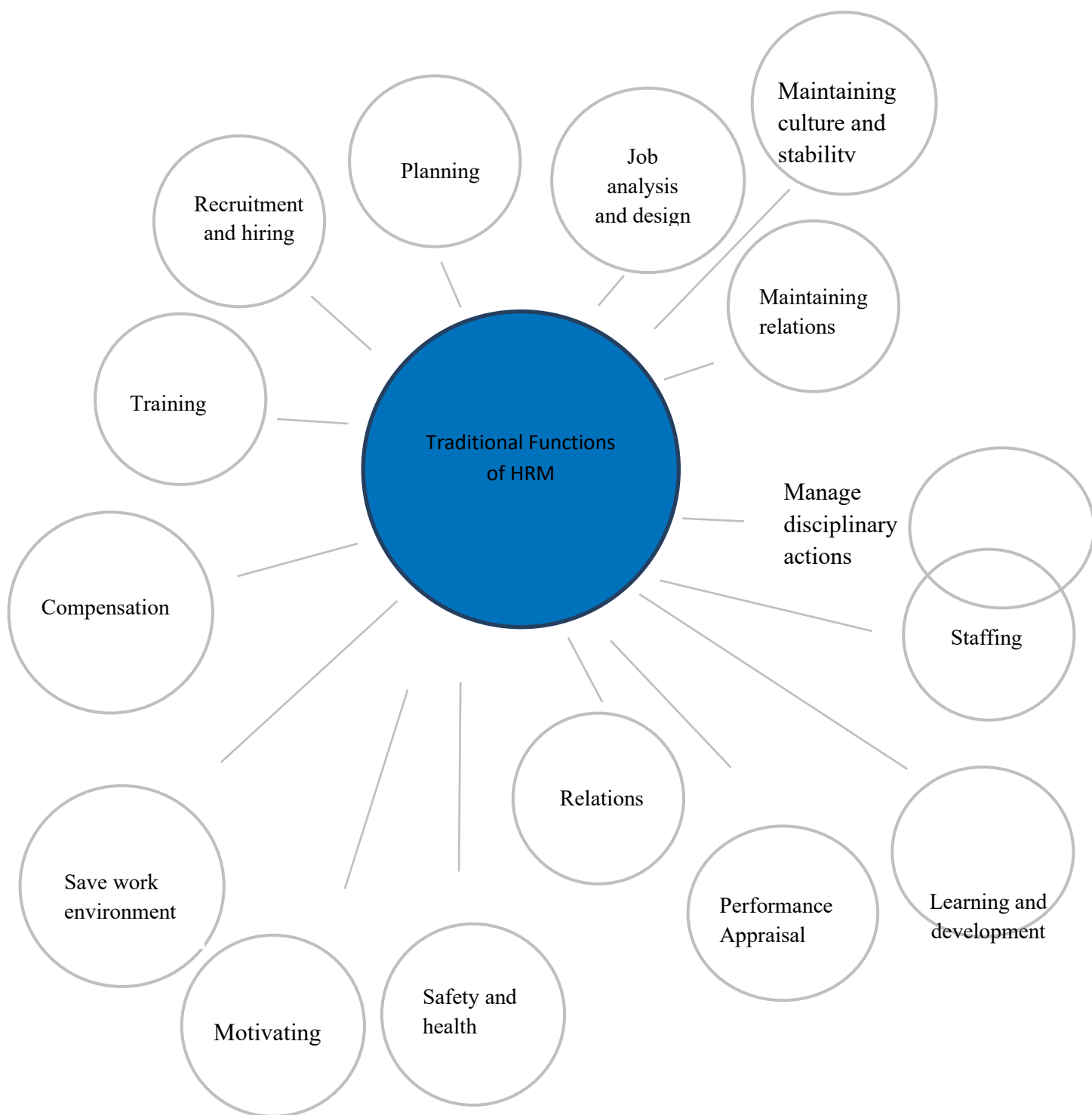


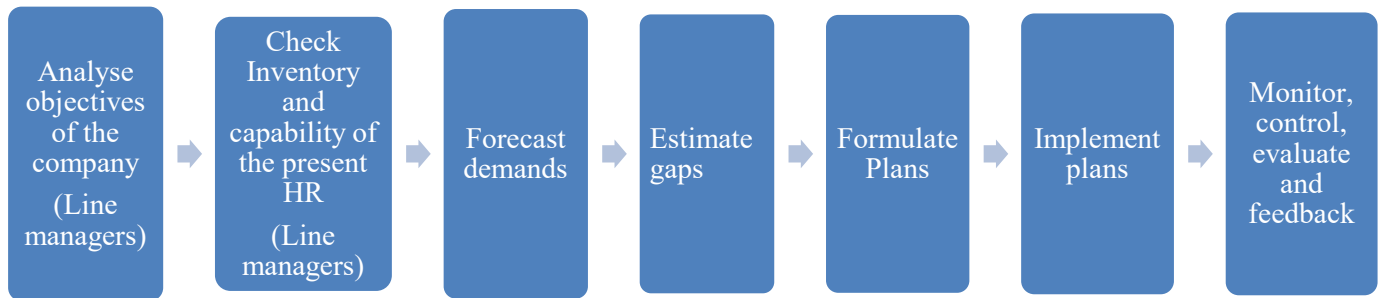
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Mind Map on Traditional Functions of HRM



Flow Chart on Stages of Human Resource Planning



Flow chart 1: Stages of HR planning

Personnel management and Human Resource management

Human resource management refers to the process of employing people, training them, compensating, and developing policies and strategies to keep them (Storey, 2016). Personnel management is an administrative specialisation that focuses on hiring and developing employees to become valuable to the organisation (Bondarouk, Trullen, and Valverde, 2016). Management of personnel can be characterised as a satisfied workforce being achieved, used, and maintained (Sheehan, Garavan & Carbery, 2014). It constitutes an essential aspect of the management of employees in the organisation and their connection. According to Schroeder (2012, p.4), personnel management is achieved to help organisational, individual, and social goals, as the planning, organisation, offsetting, and maintaining of people. Vargas et al. (2018, p. 3052) add that personnel management is the element that primarily deals with human organisational resources. Management of personnel covers job, development, and compensation functions. In consultation with other departments, the personnel management performs these functions principally (Vargas et al., 2018, p. 3053). Management of personnel

is an extension to general administration. It encourages the competent workforce to make their most of the effort (Schroeder, 2012, p. 4).

The Human Resource Management focuses on various categories of administrative, human resources (Dabić et al., 2011). It comprises job analysis, strategic staff planning, performance evaluations, and coordination of benefits (Vargas et al., 2018, p. 3053). Recruitment, screening, new orientation, and training for employees are also included. Finally, it concerns salaries, settlements of disputes, and other records.

Primary differences between personnel management and human resource management are scope and approach. Workers are viewed as commodities in personnel management, which has a limited scope and distorted perspective. When workers become worn out, their conduct may be regulated based on the organisation's core competencies, and they can be replaced. On the contrary, a human resource management approach is more extensive and considers employees as an organisation's most valuable resource. As well as improving economic performance and human resource development, it promotes mutuality in terms of aims, responsibilities, and incentives.

1. Hiring

Hiring in people management generally includes hiring from a variety of firms. This can be performed by a group of persons or by a single person. Without regard to their talents or personality, candidates are judged based on how well their CVs meet a rigorous checklist. According to human resource management, candidates should be recruited with an experienced corporate hiring manager to know about the firm or organisation's particular requirements. This method ensures that the individual hired has the required skills to do a good job and fits into the company's cultural values and norms.

2. Employee orientation

Staff orientation is designed to ensure that new employees are familiar with and sign the necessary paperwork on their first workday. These documents are organised in a regular manner and include a handbook for employees that outlines all of the company's intended policies and procedures. In contrast, the human resource management team takes a more compassionate approach to employee orientation. New hires receive adequate training upon their arrival, and they are periodically offered opportunities such as formal mentorship programmes and meet-and-greets with other staff.

3. Managing employees

The conventional, long-standing personnel management style promotes structure and rhythm in managing people. To be compliant with the corporate code of conduct, employees must abide by this traditional structure. Employees are trained in this approach from the moment they are hired until they are either moved to another department, promoted, or leave the company. To understand about these processes and norms of behavior, employees must read the employee handbook provided to them during their first week of employment. To ensure a continual flow of labour and high productivity, human resource management relies on relationships. They are responsible for ensuring that management and staff can communicate effectively. Human resource management supports the line manager in identifying and using each employee's abilities to maximise employee productivity.

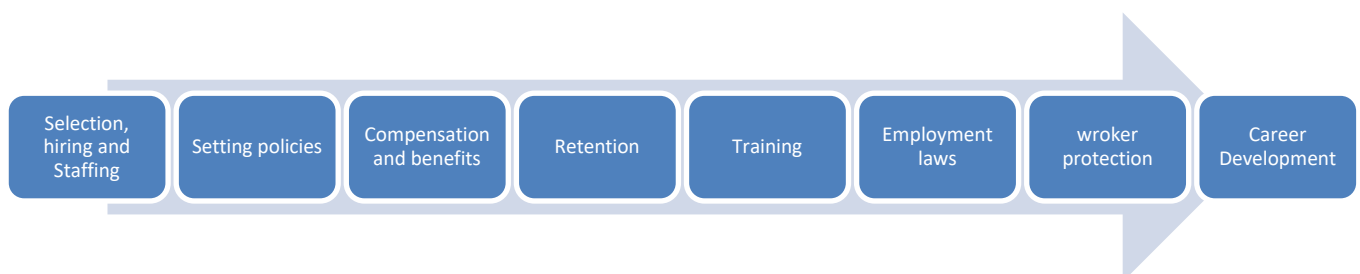
4. Compensation and benefits

Personnel management has a tendency to follow the regulatory framework uncritically. In some instances, employee benefits are regulated by a pay structure that bans promotions above a particular wage grade and restricts yearly salary increases. For employees, a defined

pay grade range ensures stability. It boosts motivation by allowing them to progress at a regular rate, usually about one pay step for every year of employment. Human resource management requires consistency, but this method focuses more on employee development than corporate strategy. Human resource management acknowledges the significance of an employee being recognised for their achievements, whether through a raise in pay or a good benefits package.

A company's capacity to manage its people efficiently is essential. Human resource management, on the other hand, is proactive. Personnel management handles all people and administrative procedures, whereas human resource management takes a more strategic approach, forecasting the organisation's needs and continuously monitoring and adjusting all systems.

Flow Chart on Roles and Responsibility of human resource managers



5. Part 1

Storey (2016) explains that mind mapping is a crucial part of mind management techniques that helps to overcome mental blocks. This is a scenario where the central concept is taken and broken down on a piece of paper. This part intends to discuss the mind mapping of a new management plan upon presentation of the management task to the new CEO at We Sell Anything.

The primary functions of human resource management are planning, controlling, directing, and organising the company activities (Storey, 2016). The activities include staffing and management of the staff upon recruitment. To begin with, one of the most critical roles of the human resource department is **recruitment and selection** (Uysal, 2015, p. 253). The human resource department is tasked with selecting the best recruits to work for the company. The process starts with the creation of the vacancy or the moment where the vacancy opens up. In essence, the department can use different selection instruments to find the best employee to take the job (Abubshait et al., 2021). The assignments include interviews and different assessments based on the job description.

Job analysis and design entail establishing the nature and duties of distinct job positions, sometimes with the assistance of other corporate departments. This might include assessing the abilities and experiences required for appropriate performance, analysing job and industry trends, and forecasting future employment levels and skill needs.

On the other hand, **staffing** is the management of personnel flow into, within (via transfers and promotions), and out of an organisation. After the recruiting phase of the staffing process is finished, candidates are chosen using various methods, including job advertising, interviews, reference checks, testing, and other tools.

The process of analysing employee work performance and offering feedback to those employees on both good and negative elements of their performance is known as **performance appraisal**—both the business and the individual benefit from performance measurements. They are the critical data used to determine wage increases, promotions, and dismissal in employees who perform poorly.

Rewards are critical because they are how businesses reward their employees for previous accomplishments and create incentives for outstanding performance. It's also the process via which companies use disciplinary procedures to deal with difficulties in their employees.

HR is in charge of analysing an organisation's **training** requirements and implementing and assessing staff **development** programs to meet those requirements. Orientation programs to acclimatise recruits to the firm to ambitious instruction programs to acquaint staff with a new software system are examples of these training programs.

HR managers deal with a variety of issues, and each day presents a new challenge. Low staff retention is one of the critical concerns. Managers have been known to spend a significant amount of time training employees to leave the company. It eats into the budget and throws the organisation back to square one. Employee retention may be hampered by a lack of incentives or by the company's culture. The compensation is insufficient and unjust.

6. Part 2

Human resource planning is the process through which the right candidate is secured for the right job (Zakaria, Zainaland Nasurdin, 2011, p. 74). Planning is a proper managerial function and has a significant impact on the organisation. Human Resource planning is essential because, with its aid, objectives that need to be achieved in the future are analysed (Aslam, Aslam, Ali, and Habib, 2013, p. 3). As a result of human resource planning, companies are able to fulfil their present and future talent needs by anticipating and developing the most valuable talents to an organisation and providing the firm with the optimal staffing mix in terms of accessible skill sets and people numbers. By establishing a talent pool that can fill leadership roles, proper planning may also prepare the path for future growth and tie human capital management to corporate strategy in the longer term.

HR planning is crucial in a variety of ways. It is essential for management duties, adequate human resources use, identifying, **training**, and **motivating** men, improving labour **relations**, and increasing productivity. Human Resource Planning is a critical and specialised function. Human resource planning is a continuous process - Human resource planning is a constant process through which management ensures that it has the proper people to do the activities that will help the company achieve its goals and they have a **safe working environment**. It connects people to the purpose, vision, goals, and objectives of the organisation. It plays a crucial role in any effective human resource management strategy. It guarantees that individuals are willing to provide a helping hand to an organisation's growth initiatives. In numerous organisations worldwide, increasing **stability**, demographic shifts, technological developments, and more worldwide competitiveness are altering the need for and nature of human resource planning.

7. Part 3

HR planning is of utmost importance because due to this, objectives of the company that are to be achieved in the future are analysed (Aslam, Aslam, Ali, and Habib, 2013, p. 3). These objectives are not confined to one aspect, instead, they cover aspects such as marketing, finance, expansion, and making more sales (Kang, Snell, and Swart, 2012, p. 461). Furthermore, due to the HR planning, the inventory and capabilities of the HR are evaluated. HR planning is important when it comes to forecasting demand because it aids in determining the number and the type of personnel or human resources. In essence, supply and demand forecasting determine the size and quality of the present and the potential human resources available within and outside the organisation (Schroeder, 2012). Moreover, any company should make a comparison of the human resource demand and the supply to establish if there are any deficits in the human resource (Schroeder, 2012); this is only possible due to HR

planning. However, after the underlying situation is established, there is a need to employ a proper training scheme or instead upgrade the organisation's employees' skills (Schroeder, 2012). As a result a plan is finalised and the department focuses on either making recruitments or termination of other contracts or employments. Monitoring, controlling, and feedback mainly involves the implementation of the human resource work plan (Kang et al., 2012, p. 462). In order to succeed, any plan needs careful monitoring to correct any checks and balances that are likely to emerge (Schroeder, 2012). There is a need to make a comparison between the human resource plan and the actual implementation and thus make an assessment and conclusion on whether the implementation is effective (Kang et al., 2012, p. 464).

Human resource professionals face challenging legal issues (Dabić et al., 2011, p. 67). Thorough research is needed to ensure that human resource managers do not fall into the legal abyss. There are some legal considerations that managers need to be mindful of before recruitment and selection. To begin with, confidentiality is a legal challenge (DeCenzo, Robbins, and Verhulst, 2016 p.12). When entrusted with information, the department is held responsible for not disclosing the information to any other party. Confidentiality is an ethical and legal responsibility (Dabić et al., 2011, p. 67). One can be jailed or asked for financial compensation for leaking critical information. Professionalism calls for one to abide by the norms of human resource management.

Secondly, verification of employees is another legal bottleneck (Dabić et al., 2011, p. 67). The human resource department needs to do a background check on each individual regarding the social, economic, and criminal records. The details provided must be scrutinised to check whether they are factual (Dabić et al., 2011, p. 67). Legal considerations help the organisation to maintain a good reputation. In essence, the company should refrain from hiring criminals.

The human resource department must be careful when hiring employees with a good reputation (Boxall & Purcell, 2011 p.13).

However, human resource management is at the center of executing strategies while managing critical functions (Boxall and Purcell, 2011). The human resource professional must grasp the policy as well as the limitations in it. There is a vast underlying need to understand the legal and ethical implications (Boxall and Purcell, 2011). Both legal and ethical factors affect the organisation (Dabić et al., 2011, p. 67). The department should evaluate the impact of the strategy. Other legal issues include workplace health issues. The companies need to consider the remuneration and work-related policies like the insurance cover (Boxall and Purcell, 2011). A good human resource department understands all the stipulated guidelines. In addition, labor rights are also central. Also, the tax laws and the laws of the organisation are instrumental. Human resource professionals hold a great legal responsibility (Storey, 2016). The second problem is a decrease in production. A lack of motivation can lead to a lack of productivity. Improper training and objectives may be the source of lacking motivation.

Another significant issue faced by the managers is the recruitment of talent. Even when the pool of eligible applicants is quite vast, finding employees with the right mix of skills, personality, and motivation is challenging when there are dozens of applications to examine and compare; the information of each must be recorded.

Finally, discrimination and diversity are two issues that HR managers must deal with. If the company works with the government or has a diversity plan, there's a good possibility it employs people from many cultures and ethnicities, resulting in diversity. Discrimination may emerge as a result.]

A new performance management and reward system will be implemented in the organisation. First of all, there will be a proper recruitment process; prior to that, it will be made sure that most job descriptions match the actual job and the specifications are clear and concise. The job description will entail all details and skills of the employees applying for the job. The management reconsiders the human relations strategy and policies. Furthermore, there will be an implementation of the new employee-centred program aligned with the business needs. The program will be prepared and measured to ensure the goals are achievable. All the employees will be communicated about the strategic plans and human resource strategies. There will be sufficient compensations and benefits provided to the employees according to their skill set. New management will ensure no one is underselling them. Resultantly, the managers will retain the existing talent, and the organisation will be stable. Next, there will be proper training and employee development to help employees develop a new set of skills that they could employ and perform better in the various jobs they are assigned to do. The new approach will be more centered and focus on the customer and the employee (Boxall and Purcell, 2011). Scientific approaches in human resources can be considered a solution to training activities by investing in the employees' qualifications and value addition to the employee team (Boxall and Purcell, 2011). New performance management will ensure the new approach is gender-sensitive as there is a need to fill the gender gaps. There are fair employment laws, there is no gender discrimination in recruitment, and the rights of the minorities are protected, and strict action is taken against those who do not adhere to the laws. This will also ensure that workers are protected; laws will make them feel safe and secure. There will be evaluations of the employees, and feedback will be provided on their performance. All those with positive feedback and a high level of productivity will be rewarded; there will be incentives, bonuses, paid vacations, and so forth.

Motivation is the inner drive that directs a person's behaviour towards goals. Motivation is a process that energises, directs and sustains human behaviour (Schroeder, 2012, p. 4). In human resources, the employee or persons desire to do the best possible job or exerting maximum effort to perform the assigned task. Thus, a new approach needs to centre on employee appraisal and motivation (Boxall and Purcell, 2011). Job progression and promotion of employees should be done as part of the motivation scheme.

However, the most critical aspect of the new performance management is the reward system and the impact on motivation (Schroeder, 2012, p. 4). Essentially, the human resource department is at the centre of the new performance. When employees are more appraised there, production goes up. Also, the finances of the company and the marketing need to be put at the centre of the program (Aslam et al., 2013). Employees need to get bet remunerations and rewards to boost their morale (Schroeder, 2012, p. 4).

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