



**PATNA UNIVERSITY**  
**M.A (PSYCHOLOGY) SEMESTER-3**  
**HUMAN RESOURCES MANAGEMENT (CC13)**  
**TOPIC: ACTIVITIES OF HUMAN RESOURCES MANAGEMENT**

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## HUMAN RESOURCE MANAGEMENT

- An organization consists of people with formally assigned roles who work together to achieve the organizations goals. Organizations have changed over the years as they have adapted to emerging technologies, labour capabilities, markets for products and services, and the prevailing view of work and its role in human life, etc. This approach started a new field which is called human resource management.
  - Human resource management is the management discipline that specializes in the management of people in organizations. It is the process of acquiring, training, appraising, and compensating employees, and of attending to their labor relations, health and safety, and fairness concerns.
  - A manager is the person responsible for accomplishing the organizations goals, who does so by managing the efforts of the organizations people.
  - Most experts agree that managing involves five functions: planning, organizing, staffing, leading, and controlling. In total, these functions represent the management process.
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- **Some of the specific activities involved in each function include:**
- **Planning.** Establishing goals and standards; developing rules and procedures; developing plans and forecasting.
- **Organizing.** Giving each subordinate a specific task; establishing departments; delegating authority to subordinates; establishing channels of authority and communication; coordinating subordinates work.
- **Staffing.** Determining what type of people you should hire; recruiting prospective employees; selecting employees; training and developing employees; setting performance standards; evaluating performance; counseling employees; compensating employees.
- **Leading.** Getting others to get the job done; maintaining morale; motivating subordinates.
- **Controlling.** Setting standards such as sales quotas, quality standards, or production levels; checking to see how actual performance compares with these standards; taking corrective action, as needed.



**THE MAIN ACTIVITIES OF HUMAN RESOURCE MANAGEMENT ARE AS FOLLOWS:-**

- Recruitment and selection
- Learning, training and talent development
- Human resource planning
- Provision of contracts
- Provision of fair treatment
- Provision of equal opportunities
- Managing diversity
- Motivating workers to achieve improved performance
- Employee counselling
- Talent management
- Employee wellbeing



- Payment and reward of employees
- Health and safety
- Disciplining individuals
- Dealing with grievances
- Dismissal
- Negotiation
- Encouraging involvement and engagement
- Adding value
- Ethics and corporate responsibility
- Knowledge management
- Change management
- Managing cross-cultural issues or international HRM

