

Introduction to Human Resource Management

Introduction to Human Resource Management (HRM)
Key concepts, functions, and contemporary issues

1. What Is HRM?

Aspect	Description
Definition	The strategic approach to managing people in an organization to achieve its goals.
Purpose	Align employee capabilities and motivations with business objectives, while ensuring legal compliance and fostering a positive work environment.
Scope	Recruitment, selection, training, performance management, compensation, employee relations, health & safety, and strategic workforce planning.
Strategic vs. Administrative	Modern HRM is a strategic partner (e.g., talent analytics, workforce planning) rather than a purely clerical function.

2. Core HRM Functions

Function	Main Activities	Typical Outputs
1. Workforce Planning & Recruitment	- Job analysis & design - Forecasting labor needs - Sourcing candidates (internal & external)	Job descriptions, recruitment plan, candidate pool
2. Selection & Onboarding	- Screening & interviewing - Assessment tests - Background checks - Orientation programs	Offer letters, onboarding schedule, new hire documentation

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Function	Main Activities	Typical Outputs
	• Needs assessment • Designing learning interventions (e?learning, workshops) • Career pathing & succession planning • Goal setting (SMART) • Ongoing feedback & coaching • Formal appraisals • Performance?linked rewards • Salary structure design • Incentive schemes (bonus, profit?sharing) • Benefits administration (health, retirement) • Grievance handling • Conflict resolution • Labor?law compliance • Employee engagement initiatives • Workplace safety programs • Wellness initiatives • Return?to?work policies • Data collection (turnover, absenteeism, etc.) • Predictive modeling • Aligning HR metrics with business KPIs	
3. Training & Development		Training curriculum, development plans, competency matrices
4. Performance Management		Performance scores, development feedback, promotion recommendations
5. Compensation & Benefits		Pay scales, benefit packages, payroll reports
6. Employee Relations		Policy manuals, engagement survey results, disciplinary records
7. Health, Safety & Well-being		Safety audits, wellness program metrics
8. HR Analytics & Strategy		Dashboards, strategic HR plans, ROI reports

3. HRM Process Flow (Typical Cycle)

1. **Strategic Planning** – Align HR goals with business strategy.

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2. **Job Analysis & Design** – Define roles, responsibilities, and required competencies.
 3. **Talent Acquisition** – Recruit, select, and onboard new employees.
 4. **Learning & Development** – Build skills and career pathways.
 5. **Performance Management** – Set expectations, monitor, and evaluate.
 6. **Compensation & Rewards** – Provide equitable pay and incentives.
 7. **Employee Relations & Retention** – Maintain a supportive work climate.
 8. **HR Metrics & Continuous Improvement** – Review data, adjust policies.
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4. Contemporary Trends Shaping HRM

Trend	Implications for HR
Digital HR (HR Tech)	Adoption of ATS, HRIS, AI-driven screening, and analytics platforms.
Remote & Hybrid Work	New policies on flexible schedules, virtual onboarding, and digital collaboration