BASIC CONCEPT OF HUMAN RESOURCES MANAGEMENT

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COURSE CONTRACT

1. No activity of cellphones, tablets, etc. in class
2. No late quiz and task submission
3. Allowed absence: illness and family (legal letter prove)
4. Score = 50% Exam + 30% Task + 20% Quiz
OUTLINE

1. BASIC CONCEPT
2. HUMAN RESOURCES PLANNING
3. JOB ANALYSIS AND JOB DESIGN
4. HR NEED ANALYSIS
5. RECRUITMENT
6. SELECTION
7. ORIENTATION AND JOB PLACEMENT
To achieve the goal, organization will optimize the utilization of their resources.

All resources are important, but the Human Resources Factor and its management are the only competitive advantage for an organization.

Therefore, we need to know what is HR/personal management.
“manage” →
- control
- make it better

Empowering people to achieve many goals

Integrate various resources to achieve the organizational goals

Manage and utilize resources to achieve the goals
WHY NEED MANAGEMENT?

- To achieve the goals (individual and organization)
- To balance between many contradictive goals (owner, workforce, customer, government)
- To achieve efficiency and effectivity
HUMAN RESOURCES

- People in organization

- The people who are ready, **willing able to contribute to organizational goals**
HUMAN RESOURCES ROLES

- employee
- Employer/leader/manager
- CEO
- Owner
High Quality Human Resources Indicators

- Dedication
- Honest
- Innovative
- Diligent
- Tough
Empowering, developing, evaluating, giving compensation and managing individual and also group of employee in organization

HRM scope are: designing and implementing of HR planning system, employee organizing, employee developing, career planning, performance evaluation, compensation, and building a good working environment.
**IMPORTANT THINGS IN HRM**

- Integrated many HR wisdom by business planning
  HRM is the centre to achieve the business goal
- **Responsibility of HRM belongs to top management/first line manager.**
  HR manager → line manager
- **Change the focus of employee-management relation into a management-employee relations.**
  Industrial relations → employee relation
- **Activation initiative and commitment of managers as a driver and facilitator.**
  individuals are given the opportunity to realize their potential
**HRM Function**

Managerial Function:
- Planning
- Organizing
- Directing
- Controlling

Operational Function:
- Recruitment
- Development
- Compensation
- Integration
- Work termination
Human resources management wants to **improve the productive contribution of people** to the organization in a responsible way (strategically, ethically and socially)

The role of managers and HR department are to achieve their goal by fulfilling its purpose → evaluation standards of action, must **not only reflect the will of senior management**
There are four objectives of human resource management:

1. **The purpose of community/social**
   Welfare of the people, does not conflict with the interests of society

2. **Organizational goals**
   Increasing the effectiveness and efficiency of the company

3. **Functional purpose**
   Suitability of business activities and human resource capacity

4. **Personal goals**
   For example: salary, recognition, potential development, job satisfaction
HRM supporting activities:
- HRP
- Organization planning
- Recruitment
- Selection
- Performance evaluation
- Training and Development
- Compensation
- Employee protection
- Employee relation
The concept of human resource management is carried out through the following stages:

- Implementation of HRM function at the macro and micro level
- Principles of HRM
  (Humanitarian principles, democratic principles, the principle of The Right Man in the Right Place, the principle of Equal Pay for Equal Work, the principle of unity of direction, the principle of unity of command, the principles of efficiency, the principles of effectiveness, labor productivity, the principle of discipline and the principle of authority and responsibility)
HRM CHALLENGE

- **EXTERNAL** → changes in technology, government regulation, social and cultural factors, the labor market, political factors, economic conditions, geography, demographics, activity partners, competitors, etc.

- **INTERNAL** → internal challenges arise because of the HR chase consideration are: financial, sales, finance, service, production, etc.
THANK YOU