

People and Human Resource Management

Key Definitions

Human Resources

Employees or personnel in a business who help it to achieve its objectives. Includes everybody from senior management to office staff and cleaners.

Human Resource Management

Concerns the recruitment, organisation, training and development of an organisation's human resources.

Main Activities

Not just about hiring and firing, includes:

- **Organisational structure / design**
- **Workforce planning**
- **Recruitment and selection**
- **Training and development**
- **Pay and benefits**
- **Conditions of employment**
- **Working conditions**
- **Industrial relations**
- **Compliance with legislation.**

HR activities may be carried out by a specific department – the ‘personnel department’.

Increasingly, the efficient management of human resources is accepted as the responsibility of individual managers.

The Importance of People and HRM

Organisations are **man-made**. People:

- produce the product
- make the decisions
- conceive the strategies.

Organisational objectives are achieved **through people**.

Human resource management concerns recognising that: people are not just a cost, but...

...**a resource** – the most important resource.

Key functions of HRM concern:

- planning how to get the best out of employees / maximise their potential.
- ensuring there are the right **number** of employees, of the right **quality**, in the right **place**, at the right **time**.

Planning how best to use its human resources will help a business achieve its objectives.