**Concept & Nature of Human Resource Management**

Human resource management may be defined as a set of policies, practices and programmes designed to maximise both personal and organizational goals. It is the process of binding people and organization together so that the objectives of each are achieved. It is the sum total or aggregate of inherent abilities, acquired knowledge and skills represented by the talents and aptitudes of the persons employed in the organization.

 Human resources are multi-dimensional in nature. From the national point of view, human resources may be defined as the knowledge, skills, creative abilities, talents and aptitudes obtained in the population; whereas from the view point of the individual enterprise, they represent the total of the inherent abilities, acquired knowledge and skills as exemplified in the talents and aptitudes of its employees.

 **Features of Human Resource management**

1. **Comprehensive Function**: HRM is concerned with managing people at work. It applies to workers, supervisors, officers, managers and other types of personnel.
2. **People oriented**: HRM is concerned with employees as individuals as well as groups. It is the task of dealing with human relationships within an organization.
3. **Action oriented**: HRM focuses on action rather than recordkeeping or procedures. It stresses the solution of personnel problems to achieve both the organizational objectives and employees personal goals
4. **Individual oriented**: Under HRM every employee is considered as individual so as to provide services and programmes to facilitate employee satisfaction and growth.
5. **Development oriented**: HRM is concerned with development of employees so that they get the maximum satisfaction from their work and give their best efforts to the organization.
6. **Future oriented**: HRM is concerned with helping an organization achieve its objectives in the future by providing for competent as well as motivated employees.

 **Human Resource Management: Nature**

Human Resource [Management](http://th.jobsdb.com/th/jobs/management/general-management) is a process of bringing people and organizations together so that the goals of each are met. The various features of [HRM](http://th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=15&JSSRC=JSRAS&keepExtended=1) include:

* It is pervasive in nature as it is present in all enterprises.
* Its focus is on results rather than on rules.
* It tries to help employees develop their potential fully.
* It encourages employees to give their best to the organization.
* It is all about people at work, both as individuals and groups.
* It tries to put people on assigned [jobs](http://th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=1&JSSRC=JSRSB) in order to produce good results.
* It helps an organization meet its goals in the future by providing for competent and well-motivated employees.
* It tries to build and maintain cordial relations between people working at various levels in the organization.
* It is a multi-disciplinary activity, utilizing knowledge and inputs drawn from psychology, economics, etc.

 **Human Resource Management: Scope**

The scope of HRM is very wide:

1. **Personnel aspect**-This is concerned with manpower planning, [recruitment](http://th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=15&JSSRC=JSRAS&keepExtended=1), selection, placement, transfer, promotion, [training and development](http://th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=15&JSSRC=JSRAS&keepExtended=1), layoff and retrenchment, remuneration, incentives, productivity etc.
2. **Welfare aspect**-It deals with working conditions and amenities such as canteens, crunches, rest and lunch rooms, [housing](http://th.jobsdb.com/TH/EN/Resources/JobSeekerArticle/th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=118&JSSRC=JSRAS&keepExtended=1), [transport](http://th.jobsdb.com/th/en/Search/FindJobs?KeyOpt=COMPLEX&JSRV=1&RLRSF=1&JobCat=265&JSSRC=JSRSB), [medical](http://th.jobsdb.com/th/jobs/medical-services) assistance, [education](http://th.jobsdb.com/th/jobs/education), [health](http://th.jobsdb.com/th/jobs/beauty-care-health) and safety, recreation facilities, etc.
3. **Industrial relations aspect**-This covers union-management relations, joint consultation, collective bargaining, grievance and disciplinary procedures, settlement of disputes, etc.

 **Human Resource Management Objectives**

1. To help organization attain its goals by providing well-trained and well-motivated employees.
2. To employ the skills and knowledge of employees efficiently and effectively.
3. To enhance job satisfaction and self-actualisation of employees by encouraging and assisting every employee to realise his/her full potential.
4. To establish and maintain productive, self-respecting and internally satisfying working relationships along all the members of the organization.
5. To bring about maximum individual development.

**Human Resource Management Functions**

**1. Planning**

One of the primary function where number & type of employees needed to accomplish organizational goals are determined. Research forms core HRM planning which also helps management to collect, analyze and identify current plus future needs within the organization.

**2. Organizing**

Organization of the task is another important step. Task is allocated to every member as per their skills and activities are integrated towards a common goal.

**3. Directing**

This includes activating employees at different levels and making them contribute maximum towards organizational goal. Tapping maximum potentialities of an employee via constant motivation and command is a prime focus.

**4. Controlling**

Post planning, organizing and directing, performance of an employee is checked, verified and compared with goals. If actual performance is found deviated from the plan, control measures are taken.

**Operative Function Includes:**

**1. Recruitment/Hiring**

Hiring is a process which brings pool of prospective candidates who can help organization achieve their goals and allows managements to select right candidates from the given pool.

**2. Job Analysis & Design**

Describing nature of the job like qualification, skill, work experience required for specific job position is another important operative task. Whereas, job design includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.

**3. Performance Appraisal**

Checking and analyzing employee performance is another important function that human resource management has to perform.

**4. Training & Development**

This function allows employees to acquire new skills and knowledge to perform their job effectively. Training and development also prepares employees for higher level responsibilities.

**5. Salary Administration**

Human Resource Department also determines pays for different job types and incudes compensations, incentives, bonus, benefits etc. related with a job function.

**6. Employee Welfare**

This function takes care of numerous services, benefits and facilities provided to an employee for their well-being.

**7. Maintenance**

Minimizing employee turnover and sustaining best performing employees within the organization is the key. Minimizing ROI within HR department is also a key goal for Human resource management team.

**8. Labor Relations**

Labor relation is regards to the workforce who work within a trade union. Employees in such domain form a union/group to voice their decisions affectively to the higher management.

**9. Personal Research**

Research is a vital part of human resource management. It is performed to keep a check on employee opinion about wages, promotions, work condition, welfare activities, leadership, employee satisfaction and other key issues.

**10. Personal Record**

This function involves recording, maintaining and retrieving employee related information including employment history, work hours, earning history etc.