



Syllabus of Module

2. Human Resource Management

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Module Annotation

Note that the terms personnel work, personnel management, personnel administration (administration), personnel management or human resources management, which are often considered synonyms, are not really synonyms. The terms personnel work or human resources are usually applied as the most general term for this area of organisation management, regardless of the concept, system or development phase of this management. The terms personnel administration (administration), personnel management and human resources management then refer to individual development stages or concepts of personnel work, and its position in the hierarchy of organisation management.

When studying, we should be aware of how these concepts or development phases differ from each other and how the latest concepts of personnel work, i.e. the so-called human resources management, are characterized. The following three features are of decisive importance: a strategic approach to personnel work, a focus on the external factors of shaping and functioning of the organisation's workforce, and the fact that personnel work ceased to be a matter for professional personnel and became part of the daily work of all managers.

The general task of human resources management is to serve to ensure that the organisation is efficient and its performance is continuously improved, and that all resources of the organisation, especially human resources, are used optimally. This is the basis for the so-called main tasks of human resources management, which clearly aim at satisfying the interests and needs of the organisation, and others at satisfying the interests

and needs of employees. In order to fulfil these main tasks and achieve the set goals in the field of human resources, human resources management focuses on partial and detailed tasks. These tasks are reflected in the so-called personnel activities, virtually processes that are implemented in organisations.

Experts have been discussing for a long time whether the tasks of human resources management defined in this way still meet the needs of personnel work in the current increasingly changing conditions associated with globalisation trends and changes in the labour market. Dave Ulrich, (the world's leading expert in human resources education), states that human resources departments are not there to provide some kind of company therapy or to serve as social and health shelters. He states that, above all, human resources must create procedures that make workers more competitive and not carefree. He also states that activities in the field of human resources must be based on theory and research, which is why HR specialists must have perfect mastery of both theory and practice, along with the reason why not everyone can be a humanist.

The impact of personnel work on the results of the organisation must be measured, personnel should learn to translate their work into financial language, their work cannot just be the soft side of the company and business. The function of personnel work is not to achieve agreement, willingness and harmony, because that is the work of the managers. Personnel work should not make employees happy, but make them devoted to their work and devoted to the organisation. Human Resources should help managers engage employees and apply company policy. Procedures in personnel work are constantly changing; it is necessary to see this work as part of the evolutionary chain and it is necessary to constantly authoritatively explain and defend this part of the work within the organisation.

Module Objective

- Define personnel work in the organisation. Understand the position of personnel work in the organisation's management system.
- Distinguish individual concepts (or development phases) of personnel work.
- Characterise what distinguishes modern human resources management from personnel management, or from personnel administration.
- Know and define individual personnel activities. Understand the interconnectedness of individual personnel processes, their interconnectedness and continuity.
- Define the concepts of personnel strategy and personnel policy and understand the relationship between them.
- Define the strategic management of human resources.

- Knowing who and how is involved in human resources management, i.e. what is the role of managers in individual areas of personnel work, what is the human resources department, what are its specific tasks.
- Understand the role of managers from the perspective of personnel work. Recognize the term manager versus "leader." Understand the specifics of "Leadership."
- Understand the importance and contribution of personnel work to the organisation.

Literature

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