

# Human Resource Management and SA Labour Law

## Introduction to Human Resource Management (HRM)

- **Definition:** HRM is the function that manages employees to ensure the right people are in the right job at the right time to meet organizational objectives.
- **Importance:** Human resources are vital for an organization to meet its vision and objectives.
- **Strategic Partner:** HR professionals align people-related strategies with organizational goals, shaping the workforce for long-term success.
- **Link to Success:** Organizational success is linked to people investment, improving employee skills to contribute to profitability.
- **Legal Compliance:** The HR function operates within a legal environment, adhering to labour laws like the Labour Relations Act.
- **Organizational Effectiveness:** HRM contributes to organizational effectiveness by:
  - Assisting employees in reaching goals.
  - Efficiently using skills and abilities.
  - Training and motivating employees.
  - Promoting job satisfaction and self-actualization.
  - Ensuring a desirable quality of working life.
  - Maintaining ethical policies and socially responsible behavior.
  - Managing change to the advantage of individuals and the public.
  - Executing HR functions in a professional manner.
- **Responsibility:**
  - In large organizations, the HR department coordinates the HR function.
  - In smaller organizations, line managers perform HR functions.

## Human Resource Planning

- **Definition:** HR planning is the process of forecasting an organization's HR needs in terms of finding, developing, and keeping qualified human resources, based on organizational goals and strategies.
- **Three Phases:**

1. Identifying the work that must be done by the organization.
2. Forecasting human resource needs.
3. Compiling a human resource plan.

## Phase 1: Identifying the Work

- Work is done by employees in specific positions (jobs) executing tasks.
- **Job Analysis:** Process used to investigate the tasks, duties, and responsibilities of a job. Questions to consider:
  - What is the employee responsible for?
  - Which tasks are performed?

# Human Resource Management Study Guide

**Lei Huang**



## **Human Resource Management Study Guide:**

## Unveiling the Magic of Words: A Review of "**Human Resource Management Study Guide**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Human Resource Management Study Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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