

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

Daniela Niemeyer



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The Top Books of the Year Human Resource Management Study Guide The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Human Resource Management Study Guide : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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