

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

Yijin Wang



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Table of Contents Human Resource Management Study Guide

1. Understanding the eBook Human Resource Management Study Guide
 - The Rise of Digital Reading Human Resource Management Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resource Management Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Human Resource Management Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resource Management Study Guide
 - Personalized Recommendations
 - Human Resource Management Study Guide User Reviews and Ratings
 - Human Resource Management Study Guide and Bestseller Lists

5. Accessing Human Resource Management Study Guide Free and Paid eBooks
 - Human Resource Management Study Guide Public Domain eBooks
 - Human Resource Management Study Guide eBook Subscription Services
 - Human Resource Management Study Guide Budget-Friendly Options
6. Navigating Human Resource Management Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Human Resource Management Study Guide Compatibility with Devices
 - Human Resource Management Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resource Management Study Guide
 - Highlighting and Note-Taking Human Resource Management Study Guide
 - Interactive Elements Human Resource Management Study Guide
8. Staying Engaged with Human Resource Management Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resource Management Study Guide
9. Balancing eBooks and Physical Books Human Resource Management Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resource Management Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Human Resource Management Study Guide
 - Setting Reading Goals Human Resource Management Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Human Resource Management Study Guide
 - Fact-Checking eBook Content of Human Resource Management Study Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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