

Human Resource Management: Scope  
The scope of HRM is very wide.

**Personnel aspect**-This is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and re-employment, remuneration, incentives, productivity etc.  
**Welfare aspect**-It deals with working conditions and amenities such as canteens, crèches, rest and lunch rooms, housing, transport, medical assistance, education, health and safety, recreation facilities, etc.  
**Industrial relations aspect**-This covers union-management relations, joint consultation, collective bargaining, grievance and disciplinary procedures, settlement of disputes, etc.

Functions of Human Resource Management includes:

· Managerial Functions  
· Operative Functions

**Managerial Function Includes**

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.

Definition of Training

Training is nothing but learning by doing. It is a well-planned program aimed at developing specific skills and knowledge of the manpower. It is a common concept of human resource development where an attempt is made to improve the performance, productivity and competency of the existing and potential employees through learning. The program is specially designed by the organisation to achieve definite goals.

Training helps in imparting job-related skills in the employees so that they can do the job efficiently and effectively. Training can be on-the-job or off-the-job, paid or unpaid, part time or full time, depending on the contract with the employer. At the end of the program, the employees are tested by observing, what they learned during training. Some common types of training are:

Sensitivity training

Vestibule training

Job rotation

Laboratory training

Apprenticeship training

Internship training

Orientation training

Definition of Education

By the term education, we mean learning in the classroom to acquire certain knowledge. Education does not equal to schooling, but it refers to what a person gains while he is in school or college. It is aimed to deliver knowledge about facts, events, values, beliefs, general concepts, principles, etc. to the students. This helps in developing a sense of reasoning, understanding, judgement and intellect in an individual.