

HRD

PERSONNEL MANAGEMENT VS HUMAN RESOURCE MANAGEMENT

Aspect	Personnel Management	Human Resource Management
Focus/Objective		
Approach to Employees		
Decision-Making		
Communication Style		
Employee Development		

GOALS OF HRD [D]

Goal	Description
Improve skills	
Enhance abilities	
Increase motivation	
Boost performance	
Foster teamwork	

CHALLENGES IN HRD [D]

Challenge	Description
Time and resources	
Employee resistance	
Keeping up with change	
Skill gaps	

JOB ANALYSIS: DEF AND COMPONENTS

Job analysis is the process of collecting, analyzing, and documenting information about a specific job, including the tasks, responsibilities, and required skills, knowledge, and abilities. It helps in understanding the nature of a job and the qualifications needed to perform it effectively. Job analysis has three main components: Job description, Position description, and Job specification.

Component	Description	Example
Job Description		
Position Description		
Job Specification		

JOB EVALUATION AND METHODS

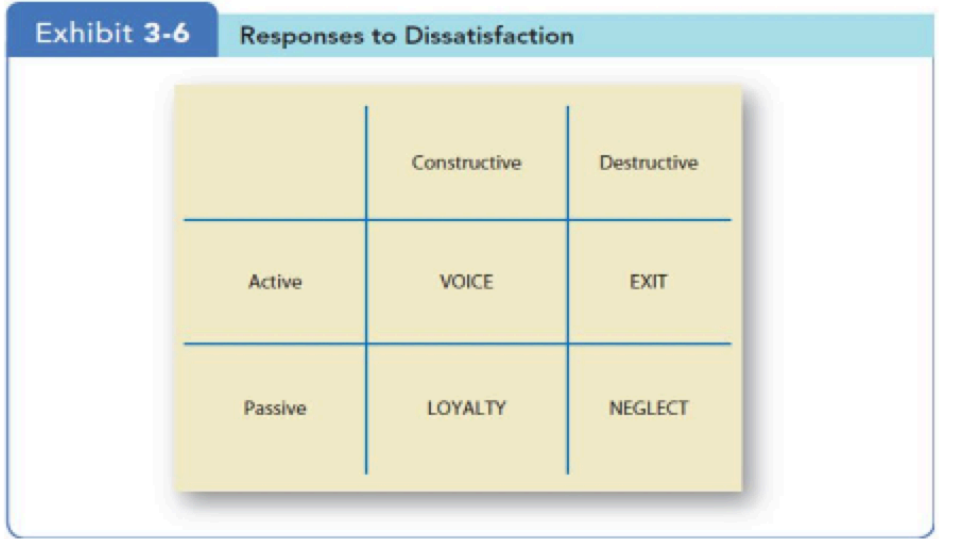
Job evaluation is the process of systematically determining the relative worth or value of jobs within an organization. It helps in setting up a fair and equitable pay structure by comparing jobs based on their importance, complexity, and requirements. These methods have their own advantages and disadvantages, and the choice of the method depends on the organization's needs and preferences.

Method	Description	Type	Terminology/Jargon/Keywords	Example	Advantages	Disadvantages
Point Rating Method						
Factor Comparison Method						

Ranking Method						
Job Classification Method						

JOB DISSATISFACTION

Job dissatisfaction is the feeling of unhappiness or dissatisfaction an employee experiences with their job. It can result from various factors such as work environment, job tasks, and relationships with coworkers. Job dissatisfaction can lead to negative outcomes such as reduced productivity, increased absenteeism, and high turnover rates.



JOB REDESIGN AND COMPONENTS

Job redesign is the process of restructuring a job to improve employee satisfaction, engagement, and productivity. It involves modifying various aspects of the job to create a better fit between the employee's skills, interests, and the organization's needs. There are three primary components of job redesign: job enrichment, job enlargement, and job rotation.

Component	Description	Example	Advantages	Disadvantages	When Suitable
Job Enrichment					

Job Enlargement					
Job Rotation					

JOB DESIGN AND APPROACHES

Job design is the process of organizing tasks, responsibilities, and working conditions to create a job structure that is satisfying and motivating for employees. It aims to improve employee satisfaction, productivity, and overall organizational performance. There are three main approaches to job design: human approach, engineering approach, and job characteristics approach.

Approach	Focus	Emphasis	Terminology/ Keywords	Advantage	Disadvantage
Human Approach					
Engineering Approach					
Job Characteristics Approach					

MISC TERMS AND CONCEPTS

Concept	Description	Example	Advantages	Disadvantages
Job Mentoring				
Job Involvement				
Employee Engagement				

PERFORMANCE APPRAISAL

Performance appraisal is a systematic process of -----

ERRORS IN PERFORMANCE APPRAISAL:

Error	Description	Example
Central tendency		
Leniency error		
Recency effect		
Contrast error		
Similar-to-me error		

TYPES OF PERFORMANCE APPRAISAL:

Type	Description
Trait Appraisal	
Behavioral Appraisal	
Competencies Appraisal	
Results Appraisal	

METHODS OF APPRAISAL

Method	Traditional/ Modern	Alternate Name	Description	Terminology/ Jargon/Keywords	Example	Advantages	Disadvantages
Confidential Report							
Free Form or Essay							
Straight Ranking							
Paired Comparisons							
Forced Distribution							
Graphic Rating Scales							
Checklist Method							
Critical Incidents							

Group
Appraisal

Field
Review

Grading
Method

Assessm
ent
Centre

Method

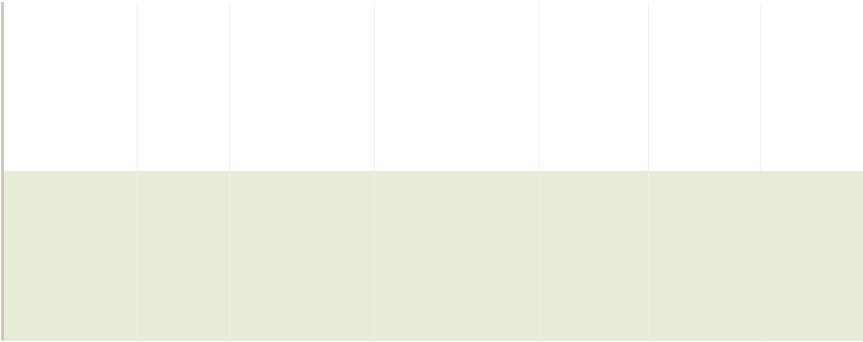
Assessm
ent
Centre

Human
Resource
Accounti
ng

Behaviou
rally
Anchore
d Rating
Scales

Appraisal through MBO

360 Degree Appraisal



TYPES OF TRAINING METHODS I

Training Method	Description	Example	Advantages	Disadvantages
Orientation/ Induction				
Job Instructions				
Apprenticeship				
Understudy				
Internship				
Job Rotation				
Promotion & Transfers				
Refresher Training/ Retraining				
Coaching & Counselling				
e-Learning				

TYPES OF TRAINING METHODS II

Training Method	Description	Example	Advantages	Disadvantages
Vestibule				
Case Study				
Role Playing				
Simulation				
Laboratory				
Lecture, Conferences, Films				