

It is critical that today's organizations align their human resources to better meet strategic objectives. A failure to do so results in wasted time, energy, and resources. Organizations are more likely to achieve this alignment with their corporate objectives when they review their recruitment and selection processes for fit, communicate the mission and vision statements, use joint goal setting, design an appropriate reward system, empower the workforce, promote and develop from within, and use teams to achieve synergy. Human Resource Management is the management function that helps the managers to plan, recruit, select, train, develop, remunerate and maintain members for an organization. HRM has four objectives of societal, organizational, functional and personal development. An organization must have set policies; definite procedures and well defined principles relating to its personnel and these contribute to the effectiveness, continuity and stability of the organization.

Questions:

I. Read the text carefully and answer the questions below:

1. Say whether the following statements are true or false:
 - a. Aligning human resources with strategic objectives is optional for organizations.
 - b. Using teams can help organizations achieve synergy.
 - c. Having clear policies, procedures, and principles contributes to organizational effectiveness and stability.
 - d. Developing employees from within is discouraged in HRM.
2. Complete the following table:

Objectives of HRM	Explanation
Societal Objectives
Organizational Objectives
Functional Objectives
Personal Objectives

3. Match the following words with their definitions:

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|-------------------------------------|---|
| • Human Resource Management | • Procedures used to attract, screen, and choose the most qualified candidates for job position. |
| • Reward System | • Management function concerned with hiring, motivating, and maintaining people in an organization. |
| • Recruitment and Selection Process | • A structured plan to provide compensation, benefits, or recognition to employees for their contributions. |

II. Based on your previous knowledge, answer the following questions:

1. What are the different characteristics of a project ?

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2. Explain the SMART approach in project management.

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3. Define the term « Management Skills ».

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4. Robert Katz has identified three (03) basic types of skills. What are they?

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5. Why is it important for managers to improve their general business skills?

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