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Human Resource Management Abe Manual

This unit aims to give you a sound understanding of: the importance of a professional approach to HRM people resourcing employee development, reward and recognition and employee relations the full range of HRM functions key developments in the HRM agenda A free Study Manual for this unit is available to download from the Members Area.

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At each stage, human resource management involves investing value into people, be it the recruitment and selection of the right candidate, through to identifying and developing their knowledge and skills and undertaking strategic activities such as workforce planning and developing employee engagement and reward strategies to add value to both employees and the organisation.

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This Human Resource Management Manual is an updated version of the Personnel Management Manual published in 2002 and 2006. It incorporates the recommendations of the Report of the Pay Research Bureau (PRB) 2008 and the PRB (Errors, Omissions and Clarifications) Report 2008. 2. The Human Resource Management Manual is compiled by the Ministry of Civil Service

HUMAN RESOURCE MANAGEMENT MANUAL INTRODUCTION

1.0 HUMAN RESOURCE MANAGEMENT POLICY 1.1 PURPOSE OF THE MANUAL. This manual is intended to guide staff regarding their rights and obligations. These guidelines shall be followed by all staff of ABC & Associates including the Senior Management Team and part time staff who may be employed by the firm from time to time. 1.2 HUMAN RESOURCE MANAGEMENT OBJECTIVES.

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To put it in one sentence, personnel management is essentially “workforce” centered whereas human resource management is “resource” centered. The key difference is HRM in recent times is about fulfilling management objectives of providing and deploying people and a greater emphasis on planning, monitoring and control.

Human Resource Management (HRM) - Definition and Concept

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