

WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE, KAYALPATNAM

DEPARTMENT OF BUSINESS ADMINISTRATION

APPLICATIVE LEADERSHIP EXTRA CREDIT COURSE

MODULE 3

Managing Human Resource

INSTRUCTOR

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Human Resource

- **Human resources is the person or group of people at a company who manages all things related to its employees.**
- **Human resources (HR) is the department within a business that is responsible for all things worker-related**

Managing Human Resource

- **Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees.**

Managing Human Resources





Managing Human Resource by Leading

- **Leading involves influencing others through direction, inspiration, and motivation toward the attainment of organizational objectives.**

Building team

- **It is the process of encouraging members of a group to work well together, for example by having them take part in activities or games.**



Managing team

Top 8 Team Management Skills

1
Communication



2
Delegation



3
Empathy



4
Decision making



5
Problem solving



6
Expectation management



7
Organization



8
Fairness & respect



Order Leadership

- Autocratic leaders view themselves as having absolute power and make decisions on behalf of their subordinates.
- They dictate not only what needs to be done, but also how those tasks should be accomplished.

Freedom Leadership

- It is also known as laissez-faire leadership,
- Free-rein leadership is a type of management style where supervisors give team members freedom to complete tasks, make decisions or solve problems without interfering, unless the employees request it.

Motivating team

7 proven ways to motivate employees

1 Streamline **internal** communications

3 Give employees an outlet for **feedback**

5 Recognize work achievements

2 Make your **goals** crystal clear

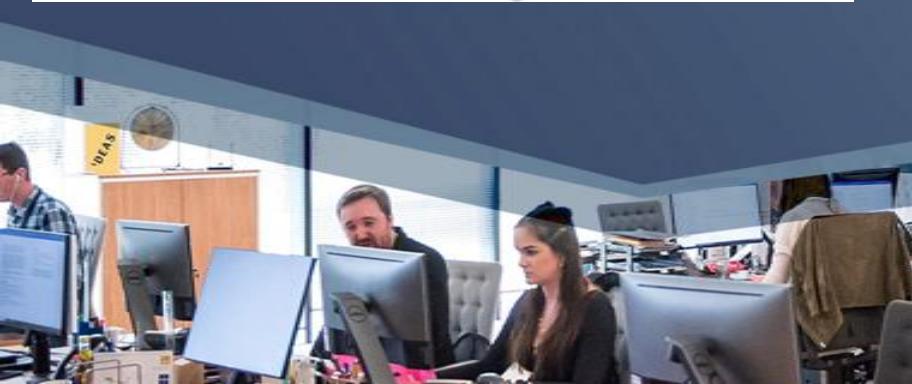
4 Make employees feel **heard**

6 Facilitate teams with **collaboration tools**

7 Encourage **chit chat**



Team creativity



How to criticize other's idea

Criticism **Constructive** *vs.* **Destructive**

What is it?

An objective analysis of the weaknesses and strengths of the writing.

What does the critic do?

Encourages the writer to improve and move forward

What does the writer get?

Tips, advice and a positive outlook.

What should the writer do?

- 1 Thank the critic immediately.
- 2 Start making changes and improving.

An attack on the writer.

Puts the writer down and implies the writer should give up.

Conflict and negativity.

- 1 Do not answer immediately.
- 2 Try to find useful advice in the attack.
- 3 Answer when calm, or not at all.