



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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A photograph of a modern office environment. In the foreground, there is a white desk with a computer monitor and a white office chair. In the background, other desks and people are visible, along with a large window and a bookshelf.

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



A photograph of a modern office interior with white desks, computers, and people working, located on the left side of the slide.

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
- 2 Make your **goals** crystal clear
- 3 Give employees an outlet for **feedback**
- 4 Make employees feel **heard**
- 5 Recognize work **achievements**
- 6 Facilitate teams with **collaboration tools**
- 7 Encourage **chit chat**



Team creativity



1

Observation

The ability to notice and predict opportunities, problems and solutions.



2

Analysis

The gathering, understanding and interpreting of data and other information.

Critical Thinking Skills

3

Inference

Drawing conclusions based on relevant data, information and personal knowledge and experience.

4

Communication

Sharing and receiving information with others verbally, nonverbally and in writing.

5

Problem solving

The process of gathering, analyzing and communicating information to identify and troubleshoot solutions.

How to criticize other's idea

Criticism Constructive vs. Destructive

What is it?

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

An attack on the writer.

What does the critic do?

Encourages the writer to improve and move forward

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

What does the writer get?

Tips, advice and a positive outlook.

Conflict and negativity.

What should the writer do?

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

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