

Human Resource Management (HRM): Note Taking Worksheet

<https://borgenproject.org/topic-1-introduction-to-human-resources-management/>

What is HRM?

- HRM stands for _____.
- It's the process of managing _____ in an organization to achieve its goals.
- HRM focuses on getting the best performance from employees while also considering their _____ and _____.

Why is HRM Important? (Fill in the blanks)

Every organization, big or small, needs HRM. An effective HR department helps businesses in many ways:

- Hiring _____ employees
- Training and developing _____
- Keeping employees _____
- Maintaining a positive _____ environment
- Following _____ and regulations

Key Functions of HRM (Matching):

Function	Description
Recruitment and Selection	() Maintaining good communication and resolving issues.
Training and Development	() Providing employees with the skills and knowledge they need.
Performance Management	() Finding and hiring the best people for the job.
Compensation and Benefits	() Evaluating how well employees are doing their jobs and helping them improve.
Employee Relations	() Ensuring employees are paid fairly and receive other benefits.

Benefits of Effective HRM (Fill in the blanks)

- Increased _____ and _____
- Improved employee _____ and _____
- Reduced turnover (employees _____)
- Stronger employer brand to attract _____ talent

Additional Notes:

- Take some space here to write down specific points from the website or the lecture that you want to emphasize.

Thinking Critically:

- What do you think are some of the challenges an HR department might face in today's workplace?

Human Resource Management (HRM): Note Taking Worksheet - Answer Key

What is HRM?

- HRM stands for **Human Resource Management**.
- It's the process of managing **people** in an organization to achieve its goals.
- HRM focuses on getting the best performance from employees while also considering their **well-being** and **growth**.

Why is HRM Important? (Fill in the blanks)

Every organization, big or small, needs HRM. An effective HR department helps businesses in many ways:

- Hiring **qualified** employees
- Training and developing **staff**
- Keeping employees **motivated**
- Maintaining a positive **work** environment
- Following **labor laws** and regulations

Key Functions of HRM (Matching):

Function	Description
Recruitment and Selection	() Finding and hiring the best people for the job. Correct
Training and Development	() Providing employees with the skills and knowledge they need. Correct
Performance Management	() Evaluating how well employees are doing their jobs and helping them improve. Correct
Compensation and Benefits	() Ensuring employees are paid fairly and receive other benefits. Correct
Employee Relations	() Maintaining good communication and resolving issues. Correct

Benefits of Effective HRM (Fill in the blanks)

- Increased **productivity** and **performance**
- Improved employee **morale** and **satisfaction**
- Reduced turnover (employees **quitting**)

- Stronger employer brand to attract **top** talent