Lesson Plan

[Name of the Writer]

[Name of the Institution]

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**Importance of an HRM Department**

Human Resource Management Department can be found always contribute a lot to the sustainability and organizational improvement of an organization or business. HRM Department is important in every organization and company because no internal management can be ensured without this department (Griffith, 2019). While if there is no effective internal management then achieving success becomes more difficult. In short, some of the key importance of the HRM Department is but not only;

1. It makes sure the internal and strategic management of the company or organization.
2. It manages and takes key decisions like whom to hire, when to hire and where to locate which leads to organizational success.
3. HRM Department decides the realistic compensation structure and analyzes benefits that ensure employee satisfaction.
4. Improve employees by training and development and minimizes problem while maintaining compliance (Hassan, 2016).
5. Another importance of the HRM Department is, it makes most of the internal and organizational decisions regarding future plans and directions.

**Recruiting and Selection**

Recruiting is the process that involves the searching activities to search out the potential and highly competent applicants and inspiring them to apply for the vacancies offered by the company or organization (Surbhi, 2015). While on the other side, Selection is the process that involves the process of hiring candidates as employees among all those who have been shortlisted by the Human Resource Department and then providing them a particular position at the company or organization (Surbhi, 2015).

Both of these processes of HR Management involves different activities and practices to make final decisions about Recruiting and Selection.

**Building a Bench (HR)**

Building an HR Bench is a collaborative process that is done for HR and employee development through the utilization of different principles. This is done to use different resources and positions for organizational promotions in and outside the organization mainly based on the competencies (DawnLennon, 2019).

**Training Methods (OTJ, Apprenticeship, E-Learning)**

Different training and development methods are used by the organizations to train their employees and develop them for better performance and outcomes. Organizations use almost all methods as required but the most commonly used are;

**On-Job-Training:** OJT is a training method that is given on the job of employees which is also known as the hands-on method. The purpose is to improve job performance.

**Apprenticeship:** Apprenticeship is a training program that involves formal classroom training with proper and structured experiences and practices involved under the contract of WDBA Standards (Mozael, 2015).

**E-Learning:** This is a training method that is given through making e-courses available to employees in the form of CBT (Computer Based Training) and WBT (Web-Based Training) by using an internet platform as a Learning Management System.

**Wages, Compensation, and Benefits**

Wages are any amount that is fixed and paid to an employee for the work he/she does at the organization. This is typically paid on a monthly basis most of the time. Compensation is something that refers to the action of providing the employee the money or financial things in exchange for the services provided by them (employees) (Mabaso, & Dlamini, 2017). Benefits are the payments that include payments made for employee wellbeing like insurance, paid vacations, vision care, retirement plan and another financial benefit provided to employees of originations.

**10 Questions Test**

1. Which training method can be found most appropriate, comparatively?
2. Why it is important to have an independent HRM Department in the company?
3. How to differ Recruitment from Selection?
4. What are the main steps of Building a Bench (HR)?
5. What can be the key difference between Compensation, and Benefits?
6. What are the key problems in Selection?
7. Why it is important to build up an HR Bench at the organization?
8. What are the key activities of the HRM Department at production companies?
9. What are the costs and benefits of training and development?
10. When does an organization pay higher wages?

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