**LECTURE 3**

1. **Knowledge Management:**
* Creation, Transfer and application of knowledge among people for the competitive advantage of organization.
* Capture of Tacid and Explict knowledge of people before they move to other organization.
1. **Cost Control:**
* To reduce business costs in order to be competitive.
1. **Organizational restructuring:**
* In order to be competitive, many organizations restructure themselves due to which job requirements need to be re-design. As a result, people get effected. Some of the salient reasons for organizational restructuring are:-
* To remove several layers of management in order to reduce costs.
* Merges with other organizations
* Closing down of facilities due to economic difficulties.
* Out sourcing of work due to feasible opportunities.

***HR responsibilities:***

1. **Planning and Analysis:**

It comprises of the activities as:

* Anticipating the forces that will influence the future supply and demand of employees.
* Providing accurate and timely information for future HR planning.
* Forecasting the need of human resources for activities like training, transfer and promotion.
* Carrying out job descriptions and specifications.
* Developing human resource information system (HRIS) to provide accurate, updated and timely information for HR planning and analysis.
1. **Staffing:**

It comprises of the followings:-

* Identifying work requirements within an organization.
* Determining the no. of people, type of skills and their levels required to do the work.
* Providing an accurate supply of qualified individuals by selecting, recruiting and promoting right people to fill the jobs in an organization.
* Job descriptions and job specifications should be prepared to recruit best possible people in an organization.
1. **Retention:**

It comprises the activities of:-

* Rewarding systems can be linked with individual, departmental and organizational performance.
* Ensuring conductive working conditions between team members.
* Maintaining a safe and healthy work environment by implementing occupational safety and health (OSHA).
* Preventing accidents and injuries at work.
* Promoting employees assistance programs to improve employee’s satisfaction.