

1.0 Purpose: The purpose of establishing this procedure is to ensure identification of training needs and to provide training for personnel whose work affects Conforming to product Requirement. The purpose also includes empowering human resources through a process of motivation.

2.0 Scope: Applicable to all personnel in the organization and covering the QMS related trainings.

3.0 Responsibility: HR Head, Training In charge & Respective Department head.

4.0 System:

What is Personnel Management?

- It is defined as obtaining, using and maintaining a satisfied workforce.
- It is the planning, organizing, compensation, integration and maintenance of people for the purpose of contributing to organizational, individual and societal goals.
- It is that part which is primarily concerned with human resource of organization.

• **Elements of Personnel Management**

Organization

- Organization is said to be the framework of many activities taking place in view of goals available in a concern. An organization can be called as a physical framework of various interrelated activities.

Job

- The second element, i.e., jobs tell us the activities to be performed in the organization. It is said that the goals of an enterprise can be achieved only through the functional department in it.

People

- The last and foremost element in personnel management is people. In an organizational structure, where the main aim is to achieve the goals, the presence of manpower becomes vital.

• **Roles Of Personnel Manager**

- Personnel manager is the head of personnel department.

- He performs both managerial and operative functions of management.

- Personnel manager provides assistance to top management

- The top management are the people who decide and frame the primary policies of the concern. All kinds of policies related to personnel or workforce can be framed out effectively by the personnel manager.

- He advises the line manager as a staff specialist

- Personnel manager acts like a staff advisor and assists the line managers in dealing with various personnel matters.

As a counselor

- Personnel manager attends problems and grievances of employees and guides them. He tries to solve them in best of his capacity.

As a mediator

- He is a linking pin between management and workers.

As a spokesman

- Since he is in direct contact with the employees, he is required to act as representative of organization in committees appointed by government. He represents company in training programs.

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Table of Contents Personnel Management N2question Paper

1. Understanding the eBook Personnel Management N2question Paper
 - The Rise of Digital Reading Personnel Management N2question Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Personnel Management N2question Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Personnel Management N2question Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Personnel Management N2question Paper
 - Personalized Recommendations
 - Personnel Management N2question Paper User Reviews and Ratings
 - Personnel Management N2question Paper and Bestseller Lists
5. Accessing Personnel Management N2question Paper Free and Paid eBooks
 - Personnel Management N2question Paper Public Domain eBooks
 - Personnel Management N2question Paper eBook Subscription Services
 - Personnel Management N2question Paper Budget-Friendly Options

6. Navigating Personel Management N2question Paper eBook Formats
 - ePUB, PDF, MOBI, and More
 - Personel Management N2question Paper Compatibility with Devices
 - Personel Management N2question Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Personel Management N2question Paper
 - Highlighting and Note-Taking Personel Management N2question Paper
 - Interactive Elements Personel Management N2question Paper
8. Staying Engaged with Personel Management N2question Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Personel Management N2question Paper
9. Balancing eBooks and Physical Books Personel Management N2question Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Personel Management N2question Paper
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Personel Management N2question Paper
 - Setting Reading Goals Personel Management N2question Paper
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Personel Management N2question Paper
 - Fact-Checking eBook Content of Personel Management N2question Paper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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