

The Industrial Revolution And Personnel Management

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Introduction To Human Resource Management

Human resource management has recently evolved as a distinct profession for the establishment of personnel departments that look into the total welfare of workers in an organization, in this case, for the FAT gym. The Industrial Revolution led to the establishment of companies, and their workers faced long hours of work under terrible conditions while living in unhygienic areas. To provide fundamental rights as well as protection to workers, the Industrial Revolution introduced statutory regulations to set up mechanisms that protect workers' welfare and other upcoming issues.

Personnel management is the administrative function of human resource management, which provides the personnel needed for all the organizational activities to manage a healthy employee-employer relationship.

Importance of the introduction of personnel management

- Recruiting, employing and developing workers in the organization.
- Advising and assisting managers in all personnel matters.
- Helps workers to develop their concerns fully.
- Motivating the employees by initiating effective incentive plans so that they can provide full co-operation.
- Managing both individual and blue-collar workers in context with human resource management.
- Employee record keeping.

Increased productivity through increased wages and training, as well as enforcing standards derived from studies that are influenced by scientific management approaches.

With the evolution of human resource management, there is increased market competition at a global level and a rise in the use of technology and knowledge-based industries, thus increasing the need and importance of human resources. There is an increased thrust for human resource management in many organizations. Some of the functions of the human resource management are:

- Maintenance of a kind work atmosphere
- Recruitment and training of new employees
- Performance appraisals for all employees
- Developing healthy public relations, especially with clients

A Relationship Between Line Managers And The Human Resource Department

The human resources and line managers should work together to ensure that FAT Gym achieves total success. By working together, the line managers are proficient in tactical human resources functions. This helps the human resources managers to put more time and effort into their strategic HR management. FAT Gym has not had a reliable HR manager over the years, and the introduction of one would be very beneficial to the company. As an HR manager, I believe it is important to enhance all the departments' work together to ensure maximum efficiency in FAT Gym. This can be ensured through:

Effective conflict resolution

Conflicts are inevitable in all workplaces whenever department employees represent their different working styles, cultures, and personalities. With a good relationship in the different areas of work, when such conflicts arise, it is easier for the line managers to seek advice from the HR managers to resolve them. The existence of the distinction between the line managers and the hr departments can make it difficult for human resources to resolve the underlying conflicts. With a positive working relationship, it is easier to facilitate the handling of all workplace investigations and mediate between the staff, the gym clients, and all the conflicts that may arise between management members.

Easier performance management

One of the functions of human resources is to facilitate training and development, which prepares the line managers for their leadership tasks, such as conducting employee performance appraisals. A positive and healthy relationship between the gym managers and the human resources will ensure the gym maintains a consistent approach to performance management in all of its branches. Lack of consistency in the gym's operations and performances will have a negative impact on the client's satisfaction; hence, as the HR manager, I will ensure that the human resources and the managers of the gym work collaboratively together.

Creating a Positive Workforce Strategy

Strategic planning involves both the HR managers and all the managers reviewing all the projects concerning the future of FAT Gym as well as the demands that determine all the undertakings of the gym, whether it's to train the already existing supervisors or to recruit new candidates with higher skills to help the current employee knowledge base. A good working relationship between the HR and the line managers will benefit the gym by reducing the total cost per hire and turnover of the supervisors and the gym instructors.

As the HR manager, I will focus more on adding value and engaging all the managers, gym instructors, and talent in our gym. This is through:

- Developing leadership skills that give directions and a sense of hope for the managers.
- Evaluating everything within the gym with a business-leadership bias.
- Develop credibility by showing that I genuinely want to help the business thrive in all sectors.
- Harness the hearts and minds of the entire manager to increase their engagement in the running of the gym.

How Strategic Human Resource Management Contributes To FAT's Business Goals

Strategic human resource management is the practice of aligning business strategy with that of HR practices to help achieve the goals of the organization. Each of the functions of the human resource has its strategic plan for the organization:

Staffing

This includes the development of an overall strategic plan that is used to determine the number of people that are needed to be hired. The human resources of FAT performs the hiring process to recruit and select the required supervisors and gym instructors based on the strategic plan.

Basic workplace policies

It is the work of the HRM to develop all the systems that help reach the strategic plans of the gym. After all the policies have been developed efficiently, human resources must also communicate with workers regarding safety, scheduling, vacation times, and flextime schedules. Here, the human resources department works closely with the supervisors and the instructors to enhance the development of these policies.

Training and development

Helping the recruits and employees develop the skills required for their jobs and helping the current employees grow their skills is also the job of human resource management. Determining the training needs and developing and implementing the training programs are very important and are key tasks in the gym that require strategic planning, especially succession planning.

Regulatory issues and worker safety

The human resource management department is responsible for keeping up to date with all the new regulations relating to employment, health care, and any other issues that affect the workers in the gym. This requires planning to acquire the targeted goals.

These strategic plans may aim at long-term goals, or the human resources may include short-term goals that are equally tied to the main goal of the gym. Understanding the overall objectives of the gym, problems, challenges faced, and the opportunities available will be of great help in the implementation of the strategic plans set aside.

Method Of The Effectiveness Of The Human Resources Department

Quality of new hires and employees

One way of measuring the effectiveness of the HR strategies is by examining the class of the newly employed recruits. Creating detailed organizational charts that fill all the functioning needs and job descriptions of all the supervisors and the gym instructors with the skills and abilities required for each of them. This allows the HR manager to determine which of the workers is the best according to the full positions of all the current employees.

The productivity of the employees

All the positions that are filled have a particular target for the gym. The employees may have measurable personal goals, however, such as the number of clients they want to handle in a day or how much weight they want their client to lose in a set period. Creating a job description for all the workers in all the positions will help me set the desired outcome for all of them, as well as review the strategies used to produce the expected results in the gym.

Retention

An increased staff turnover only shows how weak the HR strategies of an organization are. If you can't keep employees in the gym, it may be due to a lack of respect or communication between the management and the staff, not being able to deliver the promises made during hiring or poor supervision and training of the new employees. It is advisable to conduct exit interviews with the workers leaving to determine why the gym is losing its staff and whether there is a need to change the retention strategies in the gym.

Costs

Conducting a budget variance analysis of all the personnel costs, including all the costs associated with recruiting, hiring, training, management compliance, and compensation, is a crucial measurement of the HR strategy. This will help determine whether there is a need to outsource more value for the gym's budget, identifying any cases of inaccurate projections or lack of management of HR functioning.

Human resource effectiveness

Supporting the HR department efficiently and making operational contributions create high levels of productivity. The effectiveness of all the measurement outcomes is very much associated with the functioning of the human resources; hence, it is imperative to emphasize supporting all the HR functional and operational contributions. The reflecting effectiveness of strategy decision-making and support suggests that the HR effectiveness will increase.

Engagement of the workers

Engaged workers can work to their potential and are also the bedrock of a successful business. The establishment of a strong culture will lead to well-engaged staff. To measure staff engagement, it is important to ask the workers and the gym clients what they think. The survey will help measure what really matters in a very simple and effective way without interfering with the running of the gym. It doesn't need to be over-engineered, but it needs to be independent, and confidentiality is paramount to effective and accurate results.

Impact Of Contextual Factors On The Internal Environment

Employee relations

All the domestic HR policies and procedures of the gym will affect the gym either positively or negatively. If the gym is committed to promoting the already existing employees instead of recruiting new ones, HR must ensure that the employees receive all the appropriate training and development required to prepare them for promotion when that time comes.

Level of growth

The gym's rate of current and project growth impacts the human resources internally. The gym may

undergo aggressive growth or rapid expansion, which may make it necessary for the human resource department to focus more on recruiting and staffing gym instructors. The ongoing recruitment of new employees in the gym may affect the already existing employees.

Impact Of Contextual Factors On The External Environment

Competition

The level of competition in the gym industry will affect the gym's ability to recruit the qualified workers required in all the branches. There will be a very tight struggle for candidates as other giant gyms in the area will be seeking them out as well. In such a case, there is no need to spend money on advertising because the candidates can visit the gym's website of their own will and afterwards apply for the qualified jobs. Human resources, in this case, will only be required to focus more on developing all the necessary recruitment materials and attending job fairs that promote the gym and attract the most qualified applicants.

Government regulations

With the introduction of new workplace compliance standards in the human resources department, HR managers are constantly under pressure to stay within the laws and regulations. The regulations affect all the HR department processes, including recruiting, hiring, training, firing, compensation, and many more. Lack of adherence to these regulations could lead to the gym being fined extensively or losing their license entirely, which is bad enough for the gym.

Human Resource Management Planning Model

Forecasting Labor Demand

HRM planning is the bridging or identifying the current and future human resources needs of an organization to achieve the desired goals of the organization. The management models serve as the link between the human resources and the overall strategic plans of the organization. The business must take a strategic approach to human resource management to achieve its goals. To develop an achievable strategic HR plan, the professionals must forecast labour demand and supply and projections. Having a strategic vision when it comes to human resource needs is necessary for the HR director to achieve the goals that were outlined in its strategic plan.

This is the process of estimating the future human resource requirement by determining the right

quality number of employees. An increase in production or a growth in the business will cause an increased demand for more employees.

FAT Gym is in the process of recruiting new employees in all of its branches. It is essential to take into consideration that with the increasing demand for supply and the thriving gym business all over, it is important to recruit and invest more in new employees. This will also reduce the turnover rate in the gym, and therefore, there won't be any need for hiring in the near future.

The newly established human resource management in the gym should put more effort into the whole recruiting process and ensure they acquire the best applicants for the jobs. Increased demand and competition in the labour market will force the gym management to invest more to attain the deserved objections and set goals for the gym.

Relevant And Appropriate Questions

Following the resignation of the Gym Manager at FAT's Hamilton store, there is a need to recruit and select a new manager for this particular branch. The following are job descriptions for the post that I, the Human Resource Manager, have designed with the help of the current gym managers, which will help analyze the role of the next incoming manager.

Interview Questions About Your Qualifications And Skills

1. How do you evaluate success?
2. If the people who know you were asked why you should be hired for this position, what would they say?
3. How do you plan to achieve your goals as well as those of FAT Gym?

Interview Questions About Employees.

1. Imagine you are assigned a critical task, but your team members keep interrupting you with questions. How do you complete the work, and how do you respond to your team?
2. Describe a time when your team managed to achieve ambitious goals you set as a manager. How did you support and motivate them?
3. Talk about the time you led an important meeting. How did you prepare for it?
4. Describe a time you mentored someone. How did they grow? What were they doing initially, and what are they doing now?

Interview Question About Management

1. What strategies will you use to motivate your team, and what do you expect from a manager?
2. What challenges and problems have you faced? How did you handle them?
3. Share some examples of how you have impacted worker's safety.

Job Analysis Methods For Collecting Data For The Gym's Manager's Role At FAT

The job analysis of the manager will be based on the job data. There are a variety of methods used to collect job data. These include questionnaires, checklists, personnel records, technical conferences, observations, and interviews.

Interviews

In this method, I will directly interview all the current managers through a structured interview form to get more information about the job. The method is suitable, especially for situations where direct observation is not applicable. Talking directly to the job holders will help me extract meaningful information about their jobs. The method may be both time-consuming and costly due to the complicated nature of the manager's job and will, therefore, require longer interviews. Although the effectiveness of the method is not 100% guaranteed, as some respondents may cloud the accuracy and objectivity of the information, it will help in developing a reasonable job description for the incoming manager.

Personal Observation

Data is collected by observing the current employees while at work and how they perform their jobs, as well as taking notes that describe the tasks and performed duties. The HR manager is required to take note of all the functions performed, working conditions, the hazards involved and the general pace at which activities are carried out. The method also includes personal biases, as people have different likes and dislikes and different ways of observing and carrying out activities. The efficiency of the technique will entirely depend on the job analyst (HR Manager) and how skilled they are to know what to observe and how to analyze their observations. The method is simple and provides firsthand information about the job being analyzed.

Job Description For The Gym Manager

Identification

Position No.

Job Title

Branch Manager

Supervisor's Position

Department

Division/Region

Community

Location

Hamilton

Fin. Code:

Purpose:

- To provide leadership and guidance to gym instructors and supervisors to ensure that the customers always receive the best training.

Responsibilities:

- Checking the equipment and other facilities offered in the gym
- Making sure that everything is in excellent working condition and calling maintenance for repairs when necessary.
- Responsible for hiring and training gym staff.
- Keeping track of attendance and delegates' work for specific people.

Knowledge, Skills, And Abilities

- Must have a bachelor's degree in sports science, business administration or management.
- Must be experienced in both businesses and have worked at a gym before.

Working Conditions

Physical Demands

- Must be physically fit.
- Must be ready to withstand long hours of work and training.

Environmental Conditions

- Must be able to work under limited space and also need to do presentations for the gym client about their programs and facilities.

Sensory Demands

- Must be able to read and write.
- Must have a good sense of sight, observing, smelling and touching.

Mental Demands

- Must be of sound mind.
- Must know how to control anger and work under pressure.

Certification

Employee Signature

Printed Name

Date:

Supervisor Title

Supervisor Signature

Date:

I certify that I have read and understood the responsibilities assigned to this position.

I confirm that this job description is an accurate description of the duties appointed to the post.

Deputy Head Signature

Date

I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.

Personal profile for the gym manager

John Smith

22The Grove

California

BT45 1AN

Mob:

07988238422 Email: johnsmith34@gmail.com

Personal profile statement

I am an ambitious and hardworking Gym Manager with a degree in Fitness Management from the University of South Columbia. I have worked in the fitness industry for more than seven years now; hence, I have acquired the relevant knowledge required.

Achievements

- Playing football at a county level.
- The employee of the year (2016) at Stealth Training.

Education

2013-2015 BA Fitness management University of Columbia grade achieved 2nd class Upper.

Relevant modules

- Exercise prescription and instruction
- Sports injury and rehabilitation
- Public health policy, branding, and promotion.

2010- 2012

Results: physical education (A), Biology (B) A London sixth form college

Levels

2003- 2010

Results: 11 GCSEs

A*- C, including English (A), Mathematics (B) GCSEs St John's Secondary School

Work Experience

May 2015- Present Deputy Gym Manager

Stealth Training

Duties Performed

- Welcoming customers to the Fitness Centre
- Dealing with inquiries by phone, email, and face-to-face.
- Ensuring the daily smooth running of the Centre
- Ensuring Health and Safety regulations are adhered to at all times.

Qualifications

- DBS checked
- Valid NPLQ qualifications

Skills

- Advanced health and nutrition knowledge.
- Enjoys challenges and is able to work well under pressure to meet set deadlines.

Hobbies and interests

- Sportsman of football
- Dancing and swimming.

References

Mr Jones Chris Mrs Lucy Marie

Gym Manager, Stealth Training Centre supervisor, Richkid Fitness Centre

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Recruitment methods for the vacancy of the Gym Manager

The two best practices for recruiting a new manager for FAT Gym are:

Employee Referrals

Most HR managers believe that the best way to find a good performer is to hire the individuals referred by already existing and well-performing employees. The HR may opt to pay a bonus to employees for successful referrals. Here everyone wins that is the gym will get a successful new hire, the employee gets the job, and the referring employee has a bonus to enjoy. In most cases, the new employee will ensure that he/she delivers to avoid disappointing those who referred them as well as their employer.

Advantages of employee referrals

- It is easy to acquire the best candidate referred by trusted employees.
- There is less cost incurred in advertising the post.

Disadvantages of employee referrals

- Over-relying on word of mouth in recruiting may seem discriminatory.
- There is no chance to evaluate other candidates who may be more highly qualified than the preferred ones.

Job Posting

This is the most commonly used method. The HR department announces a job opening by posting on the notice board or posting the job online can, therefore, apply for the job. Willing and qualified

applicants can, therefore, send in their applications and await selection and interview. Adequate job postings should be maintained to ensure a large number of people get the memo about the existing vacancy of the gym manager.

Advantages of job posting

- Ensures that minority workers and other disabled groups are aware of the opportunity.
- Current employees in the gym have a chance to apply for the job vacancy, too.

Disadvantages of job posting

- Management may post vacancies but may have a preferred candidate, which may demotivate current employees.
- Creation of resentment and mistrust among employees and the staff as well.

Concepts of the Treaty of Waitangi

The concept of equality

The article of the Treaty guarantees legal equality between Maori and other citizens of New Zealand. All citizens are equal before the law, and human rights are accepted under international laws.

The concept of cooperation

This concept is regarded on two bases: duality and unity. Duality is distinctive cultural development, while unity implies a common purpose in a community. The relationship between the two is governed by the requirement of cooperation, which is an obligation placed on the two parties.

The concept of redress

The Crown accepts responsibility and provides a process for solving all the problems arising from the Treaty. This may involve the courts or direct negotiations.

New Zealand Laws that HR managers must comply with during recruiting

The Human Rights Act 1993

This protects all citizens of New Zealand from discrimination in many areas of life. As the human resource manager, all recruits and employees are liable under this act, and I should be accountable for their actions. Discrimination occurs when a person is mistreated by their employers.

The requirements of the Act are to take care in writing and posting advertisements relating to vacancies, and it is therefore unlawful to advertise any positions in manners that may be discriminative.

The Privacy Act 1993

This Act promotes the individual's privacy. The HRM's ability to seek information on all their applicants without their approval is limited. Personal information is protected and, therefore, cannot be withheld longer than necessary or handed to unauthorized people. Disclosing any details of an applicant without their consent, even by accident, is a breach of the Act and is liable to punishment.

These two laws are best in protecting both the employees and the gym business; hence, they are the best among the other New Zealand laws that govern recruitment processes.