
Dessler Human Resource Management Chapter 1 to 17 Latest 2024 with complete solution

Organization - People with formally assigned roles who work together to achieve the organization's goals

Manager - The person responsible for accomplishing the organization's goals, and who does so by managing (planning, organizing, staffing, leading, and controlling) the efforts of the organization's people.

Management Process - The five basic functions of planning, organizing, staffing, leading and controlling.

Human Resource Management (HRM) - The process of acquiring, training, appraising, and compensating employees, and of attending to their labor relations, health and safety, and fairness concerns

Planning - Establishing goals and standards; developing rules and procedures, developing plans and forecasting

Organizing - Giving each subordinate a specific task; establishing departments; delegating authority to subordinates; establishing channels of authority and communication; coordinating subordinates' work.

Staffing - Determining what type of people you should hire; recruiting prospective employees; selecting employees; training and developing employees; setting performance standards; evaluating performance; counseling employees; compensating employees

Leading - Getting others to get the job done; maintaining morale; motivating subordinates

Controlling - Setting standards such as sales quotas, quality standards, or production levels; checking to see how actual performance compares with these standards; taking corrective action, as needed.

Authority - The right to make decisions, direct others' work, and give orders

Line Authority - The authority exerted by an HR manager by directing the activities of the people in his or her own department and in service areas (like the plant cafeteria)

Dessler Hrm Chapter 17

**Raymond J. Stone, Anne Cox, Mihajla
Gavin**



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