

Unit – II

Human Resource Development



HUMAN RESOURCE MANAGEMENT/PLANNING

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Contents



- Human Resource Management
- Training & Development
- References

Human Resource Management



Techniques for HRM (Personal management)

1. Manpower Requirements :-

Categories and Service

Size of the library

Students (Users)

2. Recruitment & Selection :-

Section of filling up

Adv.

Cont...



3. Deployment & induction :-

By library heads

Introduction of various
section / units of the
library & information
centre

Introduction to the work



4. Development of knowledge & skill :-

Orientation courses
In service Training
Short term course
Continuing education
programme to groups to
know the current trends &
Advance in their area of
work.

5. Performance Assessment ,Counselling and coaching :-

Cont...



Organizational Structure

- A. Formal organization structure
- B. Informal organization structure

Training & Development



1. Orientation Course
2. In-Service Training
3. Short Term Course
4. Continuing Education Programme
5. Role Play Method
6. Audio – Video Method
7. Job Training
8. Motivation-Lecture

Any Questions ?

Thank You