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Level : master 1 « EGE » A.Y 2019.2020

**Lecture : HumanResourcesand Non HumanResourcesmanagement In a Company**

**Note** : I have selectedonly one important lessondearstudents, itisquietly long but itisvery important, as itcoversmany concepts which are socrutial to you.

Managing a companydemands the mastering of two main approaches : **human\_resources management** and **non humanresources management**.

Managing the humanresourcesmeansdealing, directing, guiding , monitoring, evaluatingworkforce or employers or workers in a certain company.

Note : Wemean by the humanresourcesanycharacteristicrelated to anyonewhoworks or who’sintersting in a companyie « workers ».

1. **Humanresources** :

Humanresources are less tangible resourceswhichoriginateinternally and theyconstitute the personalcharacteristics or attributes. Someresources are more tangible than the others. They are used for productive purposes « goals ».

Humanresourcesplay a vital role in creatingasatisfied and successfulindividual.

The potential of HR isoften not realized and they tend to beoverlooked.

Some of the important humanresources are knowledge, abilities, skills, interest, attitude…

1. **Knowledge** :

Knowledgeis a humanresourcewhichcanconstantlybebuilt up and utilized in everysphere of activities. The home maker ‘s knowledgegoes a long way in determing the success of managing a home. A home maker can use thishumanresource to plan for family to meet the quatitative and qualitative standards of the nutritionalrequirement.Herknowledge about techniques of acheiving goals with least amount of money, energy and time help her to acheiveher goals.

Ex : knowledgeis a resourcewhenitisused by the home maker for selecting and buyingappropriatefoodatsuitable times of the year.

1. **Abilities and Skills :**

Abilities and skills are important humanresources by which the group canacheive the goals. Abilitiesand skills of the group working in a companycan range over wide areas frommanagingtheir time, collaborating « working in a group » as well as they are highskilled in communication and leadership.

Ex. the skills and abilities of the homemaker are cooking, cleaning, sewing and otherdomesticactivities.

Note : new skillscanbelearned or oldskillscanbeimproved to acheivecompany goals for ex ; workingwith international companies or being the best locally or developing the industries they care about..etc

1. **Interest :**

Interstisalso a humanresourcewhichhighlyrequired for the workforceor the workersinsideagivencompany. It is one of the mostcrutialhumanresource, becauseit put everyone in hisspecific circle.ie inside a companyyoumayfind an accounter , editor, manager, agent, assistant..etceach one of the mis specialized in a certain field. The differencebetweenthemhighlights the interest of each one of them as well as it leads to the prosperity and the success of the company.

1. **Attitudes :**

Attitudes are the openions and feelings whichcanstimulate and retard a particular action. Any positive attitude can help or push or encourage us to fullfil the aims of life. The manager withhis/her positive attitudes as encouragingworkers, developingthem, training them on thingstheyneedinside a companycan cross the diificalt road and pass to realize the goals of company. While the negative attitudes likediscouraging or hulekatingworkers, punishing and abusingthem..etccan lead to workers’ demotivation and this lead to the companydeclineor the end of company.

1. **Non HumanResources** :

Non humanresources are time, money, properties, goods, services. They are alsoknown as materialresources. These are easilyidentified and are essential for the acheivementof most of the company goals.

1. **Time**:

It is an important non humanresource for a company goals. Actualy time goes hand in hand withenergy, anytaskneeds to becompleted in yourcompanyshouldrequire a specialamount of time and energy. There are tasks or projectswhich are determined by time, somanagingyour time in yourcompanyis one of the keys of yoursuccess and youracheivement of goals.

1. **Money** :

Money is the also one of the most important resource of eachcompany « no money no company » it has the purchasing power, itcanbeexchanged for goods and services. It canbesaidthat money is not only the source but also the objective of anycompany. As much as the companyprospersmuch money, itissuccessful.

1. **Properties** :

The materialresources of a company**immovable**propertylike lands, factories, buildings, patterns « companies » as well as the**movable**propertieslike money, investments, shares, cars, equipements...etc

1. **Goodsand Services** :

Generally, goodsrefer to the laterialsthatweneedwebuyitbecausewe use it. Some of them are mong lasting like cars, machines, equipements..etc. on the other hand services represent the cosumable items like taxi services, money wepay in restaurants, money for internet ..etc

**Note to students** : mydearstudents ☺takeiteasy I notedonly the important keys for you if u findsomething quiet difficulttry to translate itinto french or arabic or to reakateit to oureveryday life, Iamsorry if you face amistake in my hand-out ☺ and good luck for exams …best wishes ☺