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Contents

Introduction:..... 3

The HR policies of the organisations:..... 4

Provide new HR guidelines: 6

 A. Enhance Employee Retention: 6

B. Effective customer service procedures: 7

C. Utilization of technology to enhance interoffice communication: 8

.D Produce/Revise employee performance evaluations:..... 9

E. Post a job opening:..... 10

F. Produce a manual on welfare, safety, and health. 12

Model for Occupational Health Services:..... 14

Conclusion 15

References :..... 17

Introduction:

Let's say a manufacturing company has hired me as a consultant to create a report on its personnel practices. In addition to determining the demands of a company that manufactures products in terms of human resources, I also intend to evaluate the general health and safety of workers. To begin, I discussed the company I chose, which is an audio-focused consumer electronics product manufacturing company is a company that manufactures various types of audio-focused consumer electronics such as headphones, wireless speakers, and a mobile phone accessories. It has a large consumer base as well as strong employee support.

The corporation needs to improve their performance because the market is extremely competitive and there is a high demand for the products. Better hiring, management, staff development, and optimization to maximize their worth to the company will increase performance. establishing an audio brand as the leading consumer electronics. A corporation uses a variety of applications for managing, training, maximizing, and recruiting people to improve business operations and produce more consistent results. Employing the proper talent, preparing them with the necessary skill sets for the workforce of the firm, and enhancing employee productivity are all benefits of successful human capital management.

The organization's human capital management program enhances several administrative and strategic practises, providing services for workforce planning, hiring and recruiting, training, performance management, workflow management, reporting, and analytics. Enhancing and improving a company's human capital's value, business, and economy is the goal of human capital management in order to maintain a competitive advantage. Effective human capital management has an impact on activities to improve human capital. Human capital initiatives are strategic procedures that include enhancing performance culture, introducing Six Sigma,

developing a global mentality, managing talent, creating a new business model, and re-engineering a functional discipline like sales and marketing.

The complete human capital of an organisation can be managed using the human capital management system. Although managers, teams, and departments within an organisation have carried out some human capital practises, an organisation can carry out these practises more widely and with better results with the use of a human capital management system. The major elements of the human capital management system include the leadership team, strategic goals and objectives, organizational visions, and values, as well as data management and support.

Human resources (HR) generally give staff members access to HR policies, which are general understandings or declarations that serve as a company's employees' decision-making framework for any course of action. The term human capital management can refer to a business strategy and a set of modern information technology applications and other technologies used to implement that strategy.

The HR policies of the organisations:

The hiring and firing, training and development, employee relations, and health and safety standards must all be implemented in the company I choose a consumer electronics company with a strong audio focus. The employment, equal employment opportunity, and requirement policies are a part of the requirement and selection policies. Training and development policies consider the components of employee growth. The vacation policy, working time policy, leave policy, and overtime policy are all parts of the compensation and benefits policies. Conflicts of communication policy, problem resolution policy, and persona appearance policy are all covered in the employee relations policy. The safety policies include the e-mail policy, internet use policy, disciplinary policy, corporate security policy, and alcohol and drug policy, among others.

Employment, training and development, transfer and promotion, salary, working conditions, employee services and welfare, and finally industrial relations are only a few of the tasks included in human resource management.

➤ HR policies will include a variety of crucial elements. These are the key elements of company HR policy.

- Workplace rules,
- employee behavior,
- employee benefits,
- employment status and records,
- payroll,
- e-policies, and
- workplace regulations.

Employee orientation, hiring procedures, adherence to employment regulations, and confidentiality are all governed by employment rules. Employment status and records are the policies that address various types of concerns, including access to employee files based on their job status and instructions on how to conduct background checks and performance evaluations.

Employee benefits rules specify how things like vacation time, holidays, insurance, employee reimbursements, and leave are determined. Payroll policies cover timekeeping, paying advances, and deducting employees' salaries. They also cover wage and salary administration.

The workplace guidelines rules vary depending on the circumstance, and the primary goal of this policy is to restrict the definition of specific work arrangements to providing recommendations on the use of organisational resources and record retention. The employer's behaviour and conduct at work are upheld by the HR regulations for employee behaviour. In terms of abuse,

smoking, and workplace violations, employee behaviour is crucial. The rules for using organisation information technology are known as the e-policies. Also, these guidelines outline what constitutes appropriate internet, email, and social network usage and prevention.

Provide new HR guidelines:

A. Enhance Employee Retention:

This is essentially a process that firms follow to retain their personnel. Suggest New HR Policies: According to business experts, employee retention is a strategy used by organisations to preserve the working environment and persuade present employees to remain with the business. For the business to keep up its management and workflow, employee retention is crucial. Employers can use a variety of techniques to keep their workers. I'm going to offer some business concepts in this section.

❖ The following list includes retention tactics.

a) Adopt the proper culture:

Adopting the proper culture is crucial for improving employee comprehension and behaviour. It will contribute to forging a solid connection between the business and its workers. A rigid workplace culture will result in ambiguous interactions and effects between employers and employees.

b) Employing effective workers:

It is necessary for the business to recruit capable individuals who can manage the company's culture. Successful personnel must excel both individually and collectively.

c) Giving Training:

A company's retention strategy may also include giving its personnel training. By improving their skills, employees will have a possibility for future advancement and promotions.

d) Pay well & offer direction:

The greatest way to keep people in a firm is to pay them properly and provide them with guidance. The big income will always keep workers in the pitch, despite the numerous problems they face at work. Employee retention is aided by providing the correct guidance, which will assist workers to deal with difficult circumstances.

e) Be more accommodating:

Being more accommodating entails adjusting the rigid office-in and deadline schedules as well as the rigid workplace culture. Flexibility in the workplace will increase employee satisfaction.

f) Choose candidates:

A better strategy for staff retention in an organisation is to identify candidates. With this technique, the management will ascertain whether an employee intends to remain with the company or leave. Finding suitable employees will also aid in strengthening the team at work.

g) Providing wellness

Is another efficient strategy for increasing employee retention. Providing wellness will comprise a range of incentives, including free health checks and health insurance. These tactics will aid in retaining employees inside an organisation.

B. Effective customer service procedures:

An organization can put successful customer service procedures into place in a variety of ways. Company needs to adopt some cutting-edge tactics if it wants to enhance its current customer service model.

- A company must first have a solid employee base that will help it meet the highest performance criteria if it wants to improve customer service.

- Controlling staff expectations will make it possible to provide better service to clients. Receiving the estimated results from the services makes it simpler to carry out the goal.
- Engage with clients on a regular basis because we were just getting to know them. It will facilitate the growth of a fruitful partnership between the client and the company.
- Effective data collection from customers can be used to track their desired outcomes. It helps provide the framework for customer relationship management inside a firm.
- Meeting with customers will help in putting effective customer service practises into practice. The customer meeting aids in delineating the criteria for project change and sincere desire.
- Another method to implement excellent customer service procedures in an organisation is to keep the focus on customer satisfaction.

C. Utilization of technology to enhance interoffice communication:

As more organisations work remotely in any event part of the time and many organisations have different offices, technology such as Skype, and other stages help keep groups connected . Not only is it amazing to be able to get on a video conversation and resolve a problem with a coworker on the other side of the world, but it also lessens the likelihood of miscommunication, which can be expensive in terms of both time and money. When a group is big, developers should offer the right tools so that their staff members can communicate when it's appropriate. Chat logs provide groups with excellent documentation that can be used in the future. Instead of depending mostly on the memory of calls or meeting notes, groups can now approach the subjects they previously discussed with managers and colleagues by simply glancing up. As a result of technology, such as Basecamp and other project management applications, pioneers can have a central location for task action that anybody can access from anywhere. Keeping track of projects, learning what will happen next, and submitting comments and complaints all in one

accessible place is now easier than ever. When employed in the workplace to enhance communication, technology may greatly increase team productivity.

D. Produce/Revise employee performance evaluations:

A performance review is a periodic evaluation of an employee's performance. Typically, a quick administrator is in charge of it. During the evaluation cycle, the fast administrator evaluates the employee's accomplishments, performance, and areas that need development.

The key to effective performance reviews is communication. It is basic to set assumptions and transmit effectively across all stages throughout the performance reviews. The last steps should consider paper dispersion as well. The employee appraisal correction letter is typically the final step in the performance review process. All the supervisors' ideas are in HR's possession, and HR has completed everyone's numbers and collaborated with management on the amendment rate.

This should currently be communicated to the populace. A modification letter for a celebrity entertainer would be not the same as persons who are normal entertainers/non entertainers.

HR should take great care to make sure the message is received favorably by all parties and is effectively communicated. The letters must be painstakingly written before being given to the staff. This calls for a lot of effort. it represents a major improvement over the previous appraisal metric. In essence, HR should provide the time required to complete this task properly.

The following are best practices for employee performance reviews:

Make sure the information being transferred and presented in the letter has a clear purpose and has an impact.

- Clearly mention the pay revision, the percentage increases, and the total amount.
- To obtain an employee's agreement, it is preferable to get a signature on the copy rather than asking for a signature on the original in cases of promotions.

Performance Appraisal methods may prove to be quite discouraging for some associations if the standards are too high, the environment is unpleasant, and regular communication between the management and his or her subordinates is not there. Although many performance management frameworks and systems have many highlights, this does not always equate to success. When circumstances change and as associations develop, the style of criticism should also shift. The fundamental objective of the assessment system is to support employees' advancement rather than allowing executives to judge a worker's level of dedication.

A few of the successful tactics include providing feedback more frequently than having an audit performed only once a year, training managers to conduct engaging evaluations, and allowing employees to participate in their own appraisal cycle.

A few of the successful tactics include providing feedback more frequently than just annually, educating managers to conduct engaging evaluations, and including employees in the appraisal process. These are a few measures that, irrespective of the association's objective, do result in results.

E. Post a job opening:

- Secretary

The secretary's duties and job description in corporate environments typically include handling both meetings and business conferences. They control the planning and management of the meetings. The conference's decisions and procedures are officially recorded in the minutes. The positions are AGMs. answering the phone, obtaining data, processing messages, and maintaining databases, allocating workloads, putting new concepts and organizational practices into practice, coordinating with affiliated companies and clients, organizing mail-shots and related publicity tasks, keeping records and managing meetings, typing, organizing and compiling statements,

filing, making and servicing conferences, working as a receptionist and attending to and greeting clients are just a few of the tasks that need to be done.

- A marketer

A marketer is someone who plans, teaches, provides, and exchanges contributions that are important to other people. The goal of marketing is to provide value to customers, who the business seeks to identify, appease, and educate in order to grow. A marketer mostly performs three responsibilities. They catch their attention, aid in determining fit, and reduce the risk of moving forward. A marketer's main duties include managing and creating business campaigns, conducting analyses and interpreting data to identify and categorize viewers, sponsoring concepts and plans for promotions, collecting and managing financial and statistical data, writing and enhancing creative reports, and so forth.

- Operations managers

They are responsible for managing the projects that make up high-quality output and services. Their main responsibilities include managing the services approach, which includes planning, organising, and administering services, as well as the services method. To determine how well the various components fit together, operational efficiency requires cooperation from the administrative, mechanical, troubleshooting, reserve, and other departments. There are the three: hardware, systems software, and application software. A significant portion of an organization's upper-level management team is made up of operations managers, whose main duty is to make sure that their organisations meet their growth and sales targets.

The five primary responsibilities of operations managers are planning, organizing, staffing, leading, and controlling. To handle different operations, they employ a range of strategies.

Standardize the procedure and put it into practice, make full use of technology, maintain material

flow, simplify the procedure, take precautions against unpredictability, maintain the nascent stage of technology, manage the supply chain, and enhance the property.

F. Produce a manual on welfare, safety, and health.

Health and safety include all aspects of enhancing and maintaining the well-being of employees on a physical, mental, and cultural level. It seeks to lessen damage, illness, and injury at work by analyzing the risks and opportunities of the physical context. Lessening the hazards associated with physical labor might also affect how important employees seem to be at work. For this company, combining the difficult and effective ways has received increased attention in attempts to preserve and improve employee safety, health, and welfare. Human capital, or people, are the core of any successful organization, especially in hard financial circumstances, according to experts in human resources.

Although people are inventive and creative, financial records rarely recognise these unacknowledged efforts. Contrary to basic capital, human capital never expressly refers to the business. Everyone is free to quit an opportunity at any time, unless organisations devise strategies to keep people.

The human capital of an association supports every part of its operations, from technology and item planning to distribution organisations and administration delivery. Human resources (HR) professionals are continuously looking for better ways to realize this potential given the crucial role that human capital plays in a company's capacity to compete in the global economy. Giving the company a competitive edge involves improving the happiness and prosperity of the personnel.

The most recent research shows the connection between health, workplace behavior, and the value of human capital. Simply said, representative health status has a direct impact on employee

work behavior, participation in the workplace, and hands-on execution. In this approach, creating healthier representatives will lead to a more favorable staff.

Interdependence exists between work, health, and general well-being. Pay attention to the difference between the logical and clinical descriptions of difficulties at work. Since there are more people with chronic conditions, employment rises. Businesses now prioritize employee well-being over more specific definitions of health, which may have a greater impact on commitment and productivity. Both factual and subjective measures are used by businesses.

Calculations track business outcomes and accomplishments in relation to these goals. The value of moderators is a topic of debate. Subjective metrics are frequently heavily weighted depending on the complexity of financial projections and the business culture. Many resources are available to collect worker health data from various sources.

Innovation is upending the processes of gathering, analyzing, and using population data to promote both population and individual health. The question of whether wearable technology might promote better behavior remains unsatisfactory.

Certain workplace features have a negative impact on an employee's health in the form of unhealthy lifestyles, substance use disorders, mental health issues, mental agony, metabolic disorders, cancers, and chronic infections. Decreased professional performance, lost workdays, or complete disability can all be consequences of persistent weakness. Yet, the typical employee is either obese or has at least one recurrent illness. Biological characteristics like mental flexibility, psychophysical work resistance, work requests, supervisor revisiting work projects, and prosecution have no bearing on a person's capacity to perform at work, regardless of their level of health.

After excellent health, worker prosperity combines elements of personal pleasure like joy, financial security, job and retirement security, a sense of purpose, equity, and value. The effect of labour on the social determinants of health becomes even more obvious with this broader focal point.

Proportions of prosperity are an emotive, individual, and representative-focused statistic as opposed to population-driven metrics like health care costs, biometrics, infectious weight, and way-of-life dangers. From a commercial perspective, success might be a key factor in determining dedication and effectiveness, ostensibly being more important to a firm than a way of life and biometrics.

Employers are required by company to provide work conditions and job responsibilities that are free from known risks that could result in serious injury or death and that adhere to its specific criteria company mandates the adoption of a "hierarchy of controls" in safety and health plans, which lowers the risk of occupational damage by prioritising the elimination of risks and engineering restraints over specific protective measures.

Model for Occupational Health Services:

Company model for occupational health services will contain standards and controls for illnesses and accidents that are brought on at work. Employers are responsible for providing policies of fit-for-duty analysis to determine a person's capacity to execute a job safely without putting their coworkers or anybody else in the vicinity in immediate danger. These assessments established baseline health status, clarified substance use, and assessed exposure to occupational dangers to promote treatments that reduce harm.

a) Health Promotion and Disease Prevention:

Significant evidence links poor biometrics and dangerous health practises to chronic illness, high drug expenses, and low productivity. The maximum % of organisations with higher than 500 workers currently provide workplace wellness plans. These programs are designed to support healthy behaviors, such as weight loss plans, drug testing, on-site health activities, and health training and mentoring.

Via assistance requests, computerized medical studies, questionnaires, biometric tests, injury records, and wearable devices, the corporation gathers information on the health, safety, and fertility of its employees. locating and using specific data raises concerns about perception, security, and privacy. Companies must record employees' work-related health issues in accordance with corporate and applicable workers' pay requirements.

b) Technology's role:

A vast industry has developed around wearable gadgets designed to encourage and maintain healthy lifestyles. Some businesses have integrated wearable devices in their wellness initiatives even though the long-term effects of these gadgets are still unknown and may even be hazardous. Some medications may increase wealth and maybe lead to better health outcomes and employee satisfaction. The diversity and creativity of approaches complicate any straightforward solution based on their efficacy.

Conclusion

As a result of completing this assignment, I have gained knowledge about creating human resource policy guides, evaluating a company's human resources needs, and assessing the general health and safety of this company's personnel. I provide a description of the firm information and some suggested HR policies in the first section of this assignment.

The next step of this assignment is to propose new HR policies for a variety of topics, such as employee retention strategies, techniques for providing effective customer service, utilizing technology to enhance interoffice communication, and developing or updating a plan for the company's employee performance appraisal system.

In the third section of the assignment, I make a job description with information on the starting pay for the roles of operation manager, marketing, and secretary. I offer some advice regarding the health, safety, and wellbeing of this company's employees in the final section of the assignment. This assignment gives a thorough understanding of managing human resources and HR policy proposals.

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