

HRM Tips - v.1.

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1. Tips: Talent Management Trends

1. Organizations that define **talent too narrow** might **miss opportunities** to connect talent to their organization.
2. Less standardization, **more customization** will be the credo.
3. **Do we spoil people** if we let them know they are considered high potential?
4. International **collaboration**. Personal effectiveness. Intercultural differences.
5. **Intuition and gut-feel** can now be tested **against the facts**.
6. **Gamification** is entering the talent management world.
7. **Working in an agile way** is a lot easier if you do not have to organize meetings. Big corporates are moving some of their team into start-up eco systems, to connect and to learn from the young entrepreneurs.
8. **Measuring performance is very important**, and the redesign or abolishment of performance management should not mean that one stops with measuring performance as well.
9. **Treating employees as individuals**.
10. More and more **talent does not want to be employed by (big) organizations**. They are self-employed, and are interested if you can offer a challenging opportunity.
11. **Artificial Intelligence** is growing up. Feed the machine with text written by the person you want to analyse.
12. HR has a tendency to make things too complicated. The trend is to **make life simpler**.
13. Not all trends will be visible or **applicable everywhere**.

2. Tips: The Importance of Sharing Experiences

1. We came from **different** countries, different backgrounds, different stages of life. We left with a better understanding of ourselves, and the positive impact we can have on one another when sharing an experience with others, through experience sharing.
2. **Knowledge sharing** plays a very vital role in creating awareness amongst the people in an organization. If things are properly shared, employees become aware about what is expected out of them and they can thus create a road map keeping in mind the availability of resources, its pros and cons and try to achieve better results for the company as well as clients and themselves.
3. **No one likes to be outdated** and if they are getting a proper source of guidance they would surely be open to new ideas with a faith that proper knowledge of the same would be shared. Absence of such a sharing culture can result into lack of employees taking interest in management's objective. Also they feel isolated thinking themselves to be an unimportant part which results into resistance to new ideas and later into employees leaving away.
4. Today, the creation and application of **new knowledge** is essential to the survival of almost all businesses. There are many reasons. They include: Intangible products - ideas, processes, information are taking a growing share of global trade from the traditional, tangible goods of the manufacturing economy. Increasingly the only sustainable competitive advantage is continuous innovation. In other words the application of new knowledge.
5. **Accelerating change** - technology, business and social. As things change so does our knowledge base erode – in some businesses, as much of 50% of what you knew 5 years ago is probably obsolete today.



3. Tips: Practical Ways To Improve Yourself

1. The human potential is **limitless**, so it's impossible to reach a point of no growth.
2. Write a letter to your **future self**. What do you see yourself as 5 years from now? Will you be the same? Different? Make a date in your calendar to open it 1 year from now.
3. Get into **action**. The best way to learn and improve is to take action.
4. Put someone up to a **challenge**. Set a challenge (exercise, financial challenge, etc) and compete with an interested friend to see who achieves the target first. Through the process, both of you will gain more than if you were to set off on the target alone.
5. Commit to your **personal growth**.
6. Identify the **lesson in every situation**. Everyone you meet, everything you encounter, etc. Never forget to acknowledge the lesson, especially when things don't go your way.
7. **Make small, positive changes** every day. Making small, positive changes – eating a little healthier, exercising a little, creating some small productive habits, for example – is an amazing way to get excited about life.
8. **Face your fear** of failure. You might fail. And that's OK. Failures are simply stepping stones to success. The biggest mistake you can make is doing nothing because you're too scared to make a mistake. If you can't handle failure, then you can't handle success either.
9. **Keep learning** and nurturing your personal growth. But remember, the acquisition of knowledge doesn't mean you're growing; growing happens when what you know changes how you live.
10. **Remain flexible** and constantly adaptable.

4. Tips: Different types of leadership styles

1. Different types of leadership styles exist in work environments. Advantages and disadvantages exist within each leadership style. **The culture and goals of an organization determine which leadership style fits the firm best.**
2. **The Leader Exchange Style:** Sometimes known as leader-member exchange, the style involves the exchange of favors between two individuals. An exchange can be hierarchical between the boss and subordinate or occur between two individuals of equal status. For this leadership style to work, you need to know how to develop, maintain and repair relationships.
3. **The Participative Leadership Style:** It's hard to order and demand someone to be creative, perform as a team, solve complex problems, improve quality, and provide outstanding customer service. The participative style presents a happy medium between over controlling (micromanaging) and not being engaged and tends to be seen in organizations that must innovate to prosper.
4. Author and psychologist Daniel Goleman uncovered six different leadership styles, which he argues spring from different components of emotional intelligence:
 - a. **Commanding:** Leaders demand immediate compliance.
 - b. **Visionary:** Leaders mobilize people toward a vision.
 - c. **Affiliative:** Leaders create emotional bonds and harmony.
 - d. **Democratic:** Leaders build consensus through participation.
 - e. **Pacesetter:** Leaders expect excellence and self-direction.
 - f. **Coaching:** Leaders develop people for the future.



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5. **Female leaders** have many of the same qualities as their male colleagues, especially an ability to set high goals and inspire others to fulfill them. But women are different in some particular ways that make them valuable additions to decision making teams. **Women are more motivated by the purpose or meaning** of their work than men, who focus more on compensation and their job titles. Women also tend to show more emotions at work and are more risk averse.

6. **Young women may face unique challenges in asserting and developing a leadership style.** Some struggle with managing others while maintaining a “good girl” image. They don’t want to be ignored, but they don’t want to be seen as too pushy, either. **It’s a delicate balance to find a style that’s effective and feels like a good fit.** It’s also important for young female managers to ask superiors to back them up when others second-guess them. Women should ask their bosses to be ready to explain why they were chosen and what skills they bring to the position. Many women don’t ask for this support.

5. Tips: Human resource management vs. Human potential management

1. **Human Resource Management (HRM) is the function within an organization** that focuses on the recruitment of, management of, and providing direction for the people who work in an organization. HRM is the organizational function that deals with or provides leadership and advice for dealing with all issues related to the people in an organization. HRM is also a strategic and comprehensive approach to managing people and the workplace culture and environment. Effective HRM enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organization's goals and objectives.
2. **HRM encourages the people working in an organisation, to work according to their potential and gives them suggestions that can help them to bring about improvement in it.** The team communicates with the staff individually from time to time and provides all the necessary information regarding their performances and also defines their respective roles. This is beneficial as it enables them to form an outline of their anticipated goals in much clearer terms and thereby, helps them execute the goals with best possible efforts.
3. **Any organisation, without a proper setup for HRM is bound to suffer from serious problems** while managing its regular activities. For this reason, today, companies must put a lot of effort and energy into setting up a strong and effective HRM.
4. **Concept of human resource management (HRM) should be replaced by concept of human potential management (HPM).** Treating human beings as a 'resource' to be used, utilized or manipulated like any other resource is demeaning. Further, with the increasing number of highly skilled knowledge workers, resentment of the word 'resource' is likely to increase, since knowledge workers are inclined to be hostile to manipulation. They would prefer the organization to enable them to fulfil their true potential and, in so doing, help the organization to achieve its objectives.
5. **Talent Management is an expression of the Age of Human Potential.** Talent Management refers to sourcing, recruiting, developing, empowering, advancing and leveraging the potential of the naturally existing diverse human talent available. **Exceptional performance requires both a higher-functioning individual as well as an environment that demands, supports, and celebrates such performance.** This level of performance is simply not possible where there is the dominance of control management, hierarchy, and an environment of fear of risk-taking.



6. Tips: Ideas and creativity - Why they are so important for business development?

1. **Creativity goes hand in hand with innovation.** And there is no innovation without creativity. While creativity is the ability to produce new and unique ideas, innovation is the implementation of that creativity - that's the introduction of a new idea, solution, process, or product.
2. **Creative ideas and innovative approaches can come from almost anywhere-** from your partners, customers, target groups, employees. They can bring you fresh perspectives and ideas, so show them that you're listening and open to their feedback. That's why it is important an open exchange of ideas to be supported and encouraged by the company.
3. **Creativity is a function of knowledge, curiosity, imagination, and evaluation.** The greater your knowledge base and level of curiosity, the more ideas, patterns, and combinations you can achieve, which then correlates to creating new and innovative products and services.
4. **The more creative and innovative you and your team members are, the more long-term success you'll achieve.** So rather than constantly chase "the next big idea" in your industry, bring creativity and innovation to what you're currently doing.
5. **Creativity has always been at the heart of business, but until now it hasn't been at the top of the management agenda.** The first priority of leadership is to engage the right people, at the right times, to the right degree in creative work. That engagement starts when the leader recasts the role of employees. Rather than simply roll up their sleeves and execute top-down strategy, employees must contribute imagination. Managers can also enhance diversity by looking outside the organization for sources of creativity. Collaboration need not be bounded by the walls of the firm.
6. **An entrepreneur's mind revolves around new ideas and opportunities for innovation.** There is a continuous and conscious effort required to look for niches and undertake the risks in entering them. Entrepreneurship involves the continuous examination of existing business workflows and devising ways in order to carry them out in a more efficient and effective way, in terms of both time and cost.
7. **Creative thinking is the must have "skill" of an entrepreneur for the creation of new ideas.** Creativity allows a person to devise interesting processes, which gives so many advantages to entrepreneurs. The whole process of entrepreneurship is rooted in creation and exploration of new ideas. When an entrepreneur is able to generate a new idea that is feasible as well as efficient, it gives him an edge over the competition.
8. **Creativity is simply the ability of imagination.** In business terms, imagination alone is what is known as "thinking outside the box". Using imagination, an entrepreneur can put aside the practical norms and think of something creative and innovative.

7. Tips: Work environment (virtual, F2F), teamwork and networking

1. **An overworked workforce is an unhappy workforce.** Wellness programs or policies inside companies are a powerful resource to keep employees happy, healthy, and focused.
2. **Virtual work** allows for: drawing on the global talent pool, reducing costs from office space, providing greater autonomy to workers by giving them room to experiment and control their workflows, being able to respond quickly to local customers, more satisfying integration of work and family life.
3. **Convening fosters:** strong commitment to jointly made decisions, shared understanding of goals and a larger purpose, the ability for components, developed



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independently, to smoothly come together into a meaningful whole, diverse and innovative solutions to complex issues, a sense of community, cohesion, and belonging.

4. **Teamwork:** creates synergy – where the sum is greater than the parts, supports a more empowered way of working, removing constraints which may prevent someone doing their job properly, promotes flatter and leaner structures with less hierarchy, encourages multi-disciplinary work where teams cut across organizational divides, fosters flexibility and responsiveness, especially the ability to respond to change, pleases customers who like working with good teams (sometimes the customer may be part of the team), promotes the sense of achievement, equity and camaraderie, essential for a motivated workplace, when managed properly, teamwork is a better way to work.
5. Keep in mind that **networking** is about being genuine and authentic, building trust and relationships, and seeing how you can help others. Ask yourself what your goals are in participating in networking meetings. Ask open-ended questions in networking conversations. Become known as a powerful resource for others. Call (or contact) those you meet who may benefit from what you do and vice versa.

8. Tips: Business skills development (agility, proactivity and responsibility)

1. **Agility** is not simply a state of mind; it is a way of working. Agility is our capacity to be consistently adaptable without having to change. It is the efficiency with which we can respond to nonstop change. When your organization is agile, changes do not stress people or the system because this is a normal way of working. The level of fluidity and flexibility you need will depend on the quantity and speed of changes to which your organization must respond.
2. The definition of **proactivity** is, as defined by Organizational Behaviour, the behaviour that is “anticipatory, change-oriented, and self-initiated behaviour in situations, rather than just reacting.” When a person is proactive, they are acting in advance of a future event. Proactive employees/executives/entrepreneurs typically don’t need to be asked to do something, and will usually require less detailed instructions. Shifting the focus particularly to women entrepreneurs and their needs in the corporate environment, the required steps to acquire or enhance the proactivity in their corporate behavioural patterns, would be the following: Organization and Planning, Creative thinking, Life Long Learning, Perspective or Step back and look at the bigger picture, Networking.
3. Long-term individual development is still the **responsibility** of the potential employee. But once the individual has been hired, professional development becomes the responsibility of the organization. Although the employee was hired with a certain set of knowledge, skills and abilities, if the roles and responsibilities of the position change—and they will—the employer has a “corporate social responsibility” to invest in their human capital. Many organizations have survived by understanding that the investment in talent development is part of their outlay into human capital as it pertains to skill development for job advancement. We must also consider the cost of NOT developing our people. The responsibility to develop employees lies with the employer. How your organization actually solves the question, however, is the real challenge.



9. Tips: Why the Goals are important for business culture development?

1. **Building a strong culture within a team is at the core of business success.** You want a culture that recognizes and embraces shared values, attitudes, standards, and beliefs that characterize the goals of the organization.
2. **As you grow and build your business, remember that building a culture is not the end goal of your business.** Culture should be used to govern the means by which you and your employees pursue the financial and market goals you have established for your business..
3. **Any planning you do for the future regardless of what it is, is a goal.** Always keep in mind that these small tasks account as goals.
 - a. Goals Give You Focus.
 - b. Goals Allow You To Measure Progress.
 - c. Goals Keep You Locked In And Undistracted.
 - d. Goals Help You Overcome Procrastination.
 - e. Goals Give You Motivation.
4. **Goal setting is the first step toward successful goal achievement.** It marks your first point toward success. It is what put your life into real action mode. Without this step, the other steps of goal achievement cannot take place.
5. **Creating S.M.A.R.T. Goals:**
 - a. **S**pecific - A specific goal has a much greater chance of being accomplished than a general goal.
 - b. **M**easurable - Establish concrete criteria for measuring progress toward the attainment of each goal you set.
 - c. **A**ttainable - When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
 - d. **R**ealistic - To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work.
 - e. **T**imely- A goal should be grounded within a time frame. **T** can also stand for Tangible – A goal is tangible when you can experience it with one of the senses, that is, taste, touch, smell, sight or hearing.

10. Tips: Women's economic empowerment and Reasons to Invest in Your Career

1. **In the 21st century, women enjoy more freedom and power than ever before.** However, they are still disadvantaged when compared to men in virtually all aspects of life. **Increased income controlled by women gives them self confidence**, which helps them obtain a voice and vote in:

- Household decisions such as domestic well-being decisions.
- Economic decisions: acquiring, allocating, and selling assets.
- Fertility decisions: economically empowered women tend to have fewer children.
- Land use and conservation decisions: rural women tend to favor sustainable environmental practices since they are usually the ones that collect the families' natural resources such as water and firewood.

2. **Not investing in yourself is like floating down a fast river without a paddle**, map or knowledge of what's around the next bend. Things may go fine for a while, but at some point, you're going to realize you made a giant mistake. To avoid such unforeseen disaster, you need to make a proactive and thoughtful investment in a plan for achieving your career -- and life -- goals.



3. Brian Tracy, professional speaker, author, and success expert, **recommends investing 3% back into yourself and career**. He says, “Here is a rule that will guarantee your success—and possibly make you rich: Invest 3% of your income back into yourself.” It is acceptable to invest more in yourself, but for individuals who have never pursued this concept, aim for 3% and nothing less.

11. Tips: How to Manage Subject Matter Expert When You Aren't One?

1. **Subject matter experts should have special, in-depth knowledge** from both a business and IT perspective that when shared with others, significantly enhances performance within the organization. They should bring real-world examples, best practices, and tricks of the trade that will positively impact your business. They should be the go-to resource who helps resolve complex issues. Most importantly, they should be able to hit the ground running once they understand your unique environment and work independently to deliver project tasks.
2. Quite often, **managers hire someone (internally or externally)** because they don't know anything about the topic. You bring in a **Web designer, an architect, or social media specialist** because you lack that expertise. Still, you need to ensure that the contributors get the work done with good quality. **Some advice** on managing people who are experts: trust the people you hire; establish and watch useful business-based metrics; when it's important- get a second opinion; learn from your experts; ensure that your experts have an opportunity to learn.
3. **Try to minimize the amount of time** you need from the Subject Matter Experts **by structuring the interview** using this 6-step process: establish a purpose for the interview with an achievable goal; identify what you already know in advance; prepare a list of questions in advance; plan your interview; conduct your interview and take notes; follow-up as needed.
4. **5 Challenges** of Working With Subject Matter Experts: they are not part of „your“ team, they know it „all“, they „resist“ change, they are very fond of linear approaches, they don't like „bells and whistles“. **8 Ways To Work Effectively With Subject Matter Experts**: make a good start; do your homework; keep things clear; get them involved; be flexible; show them good examples; send them feedback; make it easy for them.
5. **Employees with subject matter expertise are often good candidates to become internal trainers** because they are well-regarded by their peers and have a strong foundation of practical knowledge and skills used daily on the job. When subject matter specialists acquire training skills, they can be very effective in increasing the skills of other employees. To be successful in the role of subject matter expert as trainer, they must be available for a training assignment and willing to spend part of their time planning and conducting training sessions.

12. Tips: How to stay positive when no one is responding?

1. Many of the world's greatest achievers, including **entrepreneurs**, athletes and artists, could not have reached their level of success without **learning how to stay extremely calm under pressure**. They have the ability to develop and maintain a particular state of psychological readiness, a mental preparedness they summon on demand. When you're composed, sufficiently practiced and self-assured (strong enough to move mental mountains), you are poised for success.



2. There are times when we must go through **negative situations**. Maybe people say something negative about us, or they show rejection or even resentment against us. In such situations, it may be difficult to **stay positive**.
3. **How to Stay Positive - 11 Smart Habits:** Find the optimistic viewpoint in a negative situation, Cultivate and live in a positive environment, Go slowly, Don't make a mountain out of a molehill, Don't let vague fears hold you back from doing what you want, Add value and positivity to someone else's life, Exercise regularly and eat and sleep well, Learn to take criticism in a healthy way, If something still gets under your skin then know what to do, Start your day in a positive way, Mindfully move through your day.
4. Do you ever feel like you're **shouting into a black hole** when you send an email or leave a voicemail for someone? You put your request out into the universe—and then sit at your desk with your fingers crossed, hoping for a timely response.
 - a. **Make the Connection:** First and foremost, when you connect with another person, you must give him or her a reason to want to help you.
 - b. **Make it Easy to Answer Quickly:** Even if your contact is interested in helping, make it easy for him or her to respond quickly by using the following tactics: Have an Informative Subject Line, Get Straight to the Point, Give Assignments & Deadlines, Provide a Recommendation.
 - c. **Follow Up Smartly:** After your initial email, time a quick follow-up that makes sense according to your deadline.
 - d. **Pull Out the Big Guns:** Your final option is to find another contact that can answer your question or push the original receiver to respond.



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