

English terms in human resource management

By : Jawaher Alblabl .



Human Resources Planning

تخطيط إدارة الموارد البشرية

Word الكلمة	Meaning المعنى
Assessment Tool	اداه تقييم
Total Quality management	ادارة الجودة الشاملة
Hazard Management	ادارة المخاطر
Human Resource Management	ادارة الموارد البشرية
Career Counseling	ارشاد وظيفي - مهني
Strategy	استراتيجية
Teaching Strategy	استراتيجيات التدريس

Human Resources Planning

What Is Human Resource Planning (HRP)?

Human resource planning (HRP) is the continuous process of systematic planning ahead to achieve optimum use of an organization's most valuable asset—quality employees.

Importance of Human Resource Planning

- 1- It gives the company the right kind of workforce at the right time frame and in right figures.
- 2- In striking a balance between demand-for and supply-of resources, HRP helps in the optimum usage of resources and also in reducing the labor cost.
- 3- Cautiously forecasting the future helps to supervise manpower in a better way, thus pitfalls can be avoided.
- 4- It helps the organization to develop a succession plan for all its employees. In this way, it creates a way for internal promotions.
- 5- It compels the organization to evaluate the weaknesses and strengths of personnel thereby making the management to take remedial measures.
- 6- The organization as a whole is benefited when it comes to increase in productivity, profit, skills, etc., thus giving an edge over its competitors.



Staffing and Job analysis .

التوظيف و تحليل الوظائف

التوظيف والفصل (Hire and Fire)

- **hire** someone, you employ them.
• تعني توظيف الشخص أو التعاقد معه.
- If you **fire** someone, you dismiss them from their job, usually because of something they did.
• تعني طرد الشخص أو فصله عن العمل بسبب تصرف خاطئ بدر منه.
- If you make somebody **redundant** you dismiss him from his job for economic reasons.
• أي تقييل الشخص من وظيفته لأسباب اقتصادية.

Word الكلمة	Meaning المعنى
Labour Productivity	انتاجية العمل
Jobseeker	باحث عن العمل
Programmer	برنامج
Training Programmer	برنامج تدريب
Occupational Safety and Health Programmer	برنامج سلامة وصحة مهنية
Unemployment	بطالة



HOW TO PREPARE FOR AN ONSITE INTERVIEW



Research the company and
read the job description



Think of questions
to ask



Dress to impress



Bring interview materials



Prepare for common
interview questions

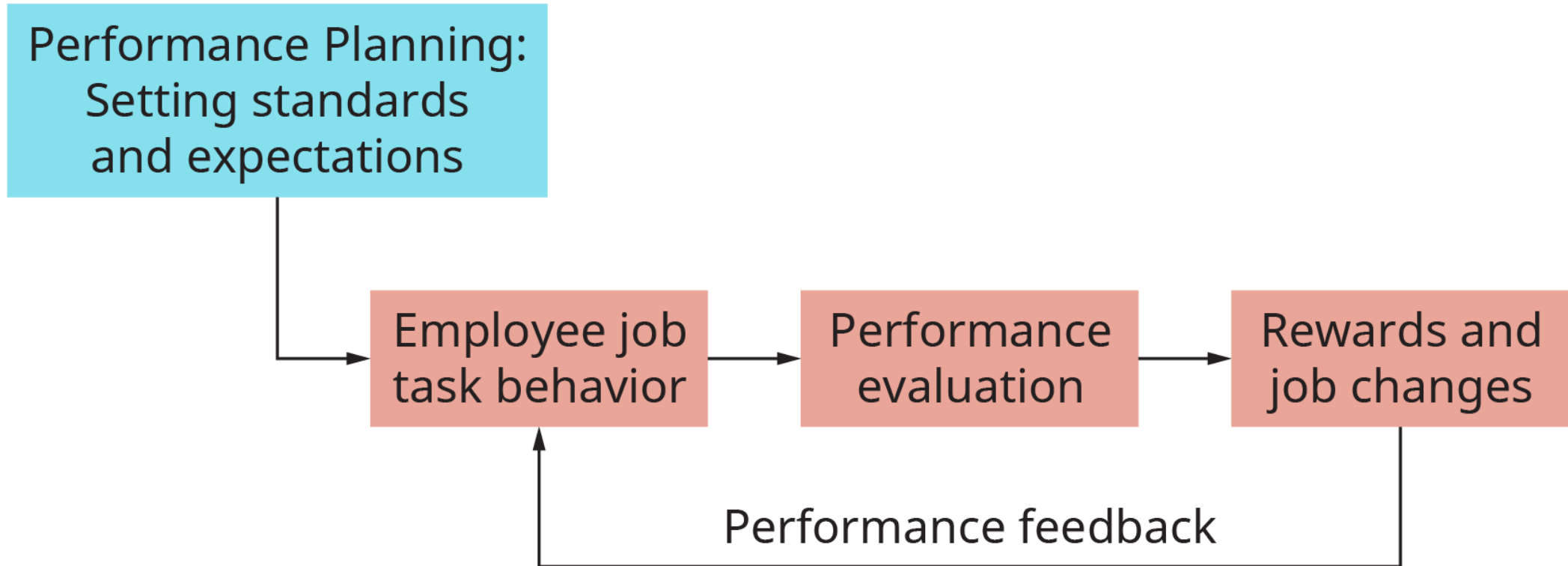
Performance Management .

إدارة الأداء .

Word الكلمة	Meaning المعنى
Achievement	تحصيل
Skills analysis	تحليل المهارات
Topic analysis	تحليل الموضوع
Task analysis	تحليل الواجبات
Functional analysis	تحليل الوظائف - المهام
Labour market analysis	تحليل سوق العمل
Manpower Planning	تخطيط القوي العاملة



Performance planning :



Performance evaluation :

PERFORMANCE EVALUATION



Training and Development التدريب و التطوير .

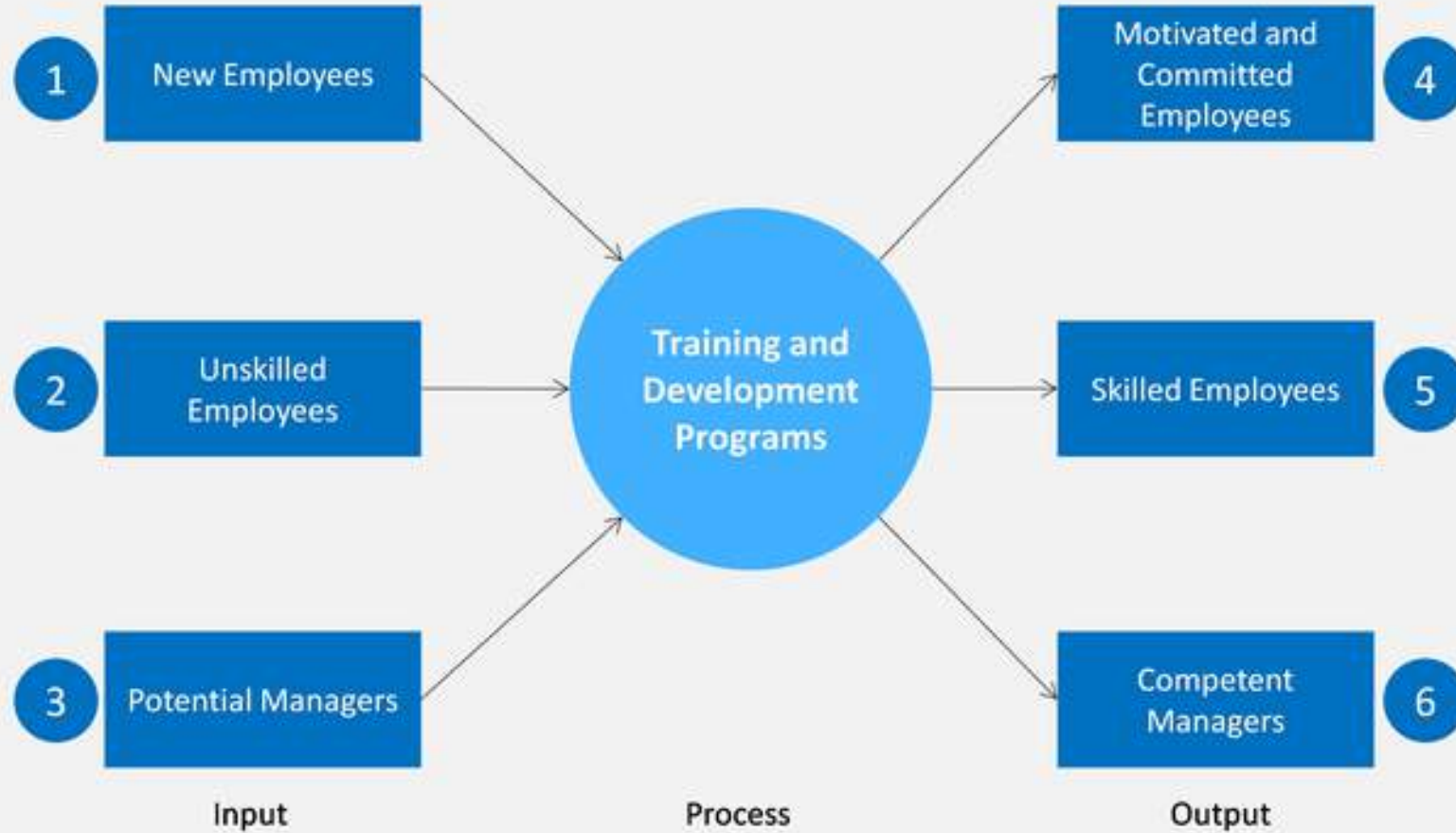
Word الكلمة	Meaning المعنى
In-service training	تدريب في اثناء الخدمة
On-the-Job training	تدريب في محطة العمل
Multi Skilling	تدريب متعدد المهارات
Corporate training	تدريب مشترك
On-site training	تدريب موقعي
Work Placement	تدريب ميداني
Formal training	تدريب نظامي

Training needs asseisment :



TRAINING AND DEVELOPMENT

Training and Development Programs



Evaluation of Training Program



Investment return :



Leadership and Motivation .

القيادة والحوافز .

Word الكلمة	Meaning المعنى
Labor Work	مكتب العمل
Certification	منح الشهادة
Educational Grants	منح تعليمية
Enterprise	منشأة
Small And Medium Enterprises – SMES	منشأة صغيرة ومتوسطة
Public Enterprises	منشأة عامة

Leadership & Motivation



Leadership types :

5 Types Of Leadership

- 1** **Transactional:** work = reward
- 2** **Situational:** adaptability
- 3** **Autocratic:** individual control
- 4** **Laissez-faire:** hands-off
- 5** **Participative:** collaborative

Leadership skills :



IMPORTANCE OF MOTIVATION

- **Motivation is very important for an organization because of the following benefits it provides:**
 - 1) Puts human resources into action
 - 2) Improves level of efficiency of employees
 - 3) Leads to achievement of organizational goals
 - 4) Builds friendly relationship
 - 5) Leads to stability of work force
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TYPES OF MOTIVATION

- *Power motivation*
- *Attitude motivation*
- *Incentives motivation*
- *Fear motivation*
- *Competence motivation*
- *Affiliation motivation*
- *Achieve motivation*

Compensations and Vacations

التعويضات و الإجازات .

Word الكلمة	Meaning المعنى
Trade Union	اتحاد – نقابة عمال
Maternity Leave	أجازة امومة
Pilgrimage Leave	أجازة حج
Annual Leave	أجازة سنوية
Sick Leave	أجازة مرضية
Wage	الاجر

Wages :

Basic Wage:

All that is given to the worker for his work by virtue of a written or unwritten work contract regardless of the kind of wage or its method of payment, in addition to periodic increments.

Actual Wage: The basic wage plus all other due increments decided for the worker for the effort he exerts at work or for risks he encounters in performing his work, or those decided for the worker for the work under the work contract or work organization regulation

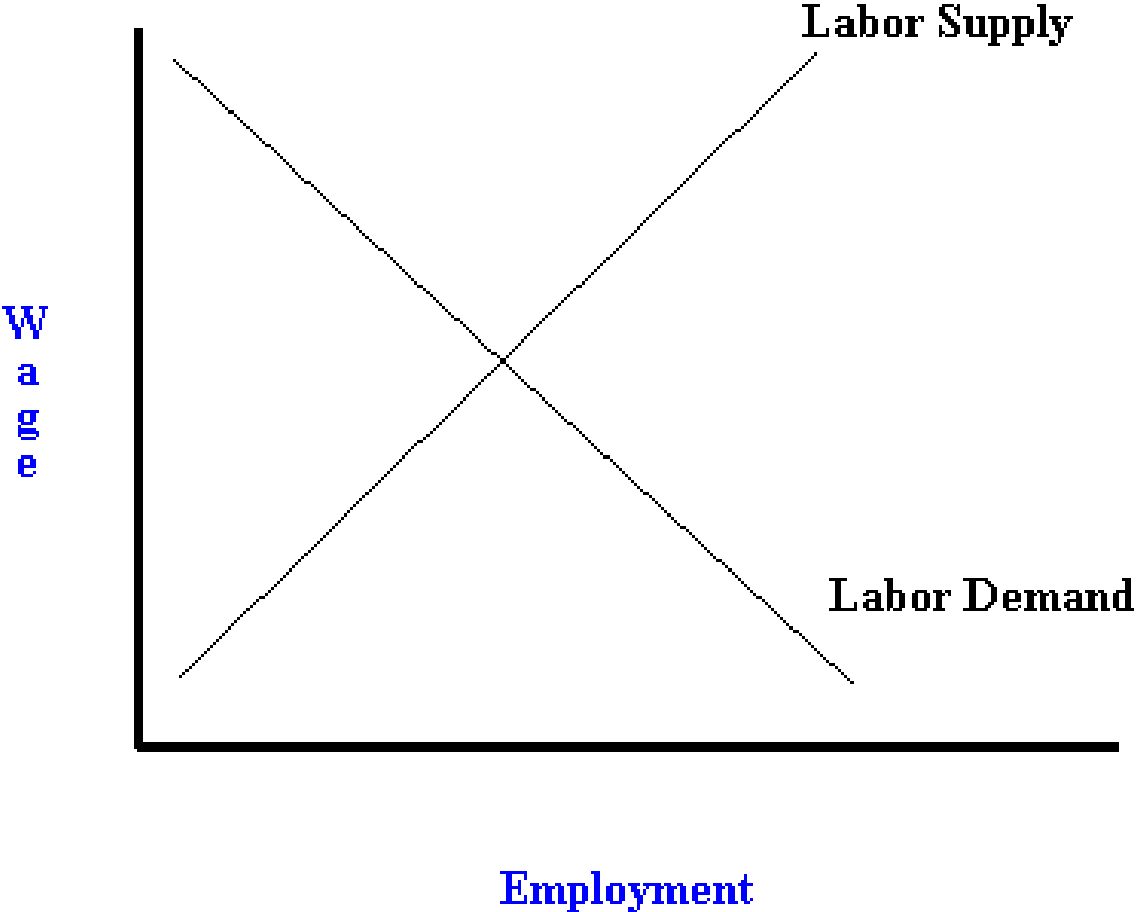
Compensations :

Basis of Comparison	Base compensation	Supplementary compensation
Meaning	It means wages and salary paid to the employees	It means fringe benefits paid in addition to wage and salaries
Form	Cash	Paid in kind
Purpose	To compensate employee for their services	To retain employee and to increase their efficiency
Basis	On the basis of job evaluation and other factors.	Depends on company policies and needs.

Rules and Regulations

الانظمة واللوائح .

Labor Market



Terms :

Labor market •

Labor law •

Government regulations •

Agencies of labor •

Word الكلمة	Meaning المعنى
Teaching	تدريس
Skills audit	تدقيق المهارات
Education	تعليم - تربية
Redundancy	تسريح
Interlock	تشغيل امن
Self-employment	تشغيل ذاتي
Unsafe Act	تصرف غير امن