

**DEPARTMENT OF SOCIAL WORK, Loyola College, Chennai-34**

**GUEST LECTURE ON TALENT DEVELOPMENT**

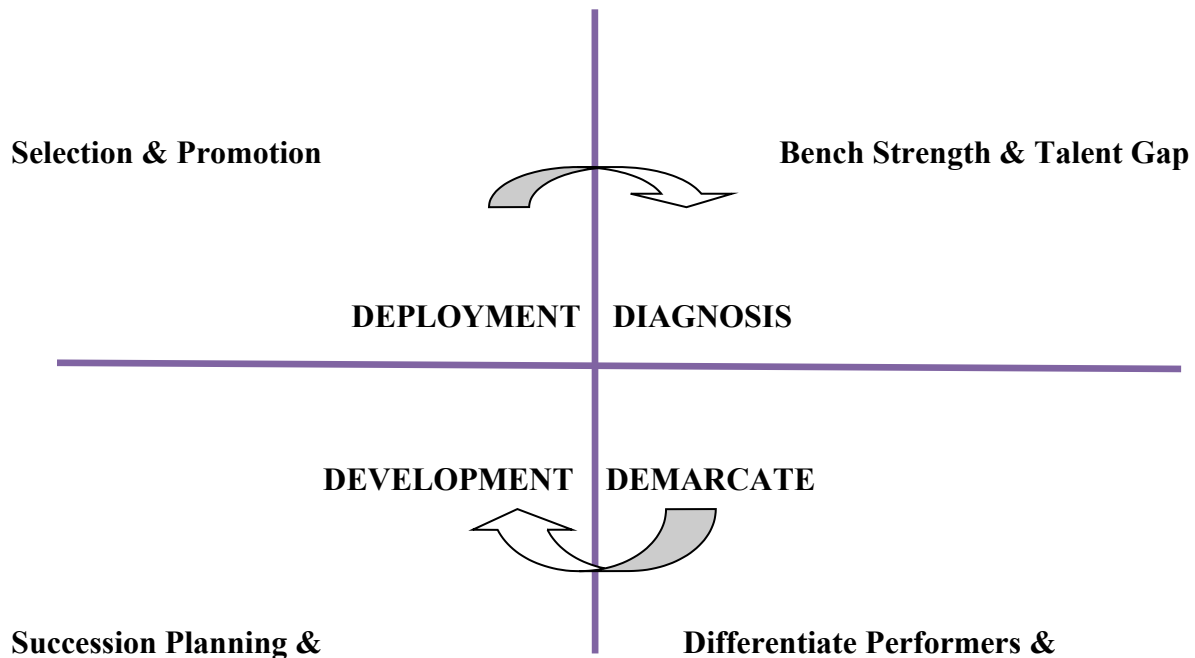
**INTRODUCTION**

The Social Work trainees specializing in Human Resource Management (HRM) arranged a Guest Lecture on “Talent Development” on 9<sup>th</sup> January, 2015 at MCA Smart Class Room from 6.00 pm to 8.00 pm. The Resource Person of the day was Mr. Louis Jesuraja, HR-Manager, Kone Elevators, Chennai. He is one of the alumni of the Social Work department and passed out in 2004. The trainees from Shift-II also take part in the session.

**GUEST LECTURE’S CONTENT**

The resource person started the session by posing some questions like what is talent and what is development? The participants replied to his questions and then he added that talent is nothing but the real assets of an organization, i.e, Human Resources. Educating the employees in all the ways possible is called “Talent Development.”

**Figure 1.1 Talent Development Map**



## **Future Ready Skills**

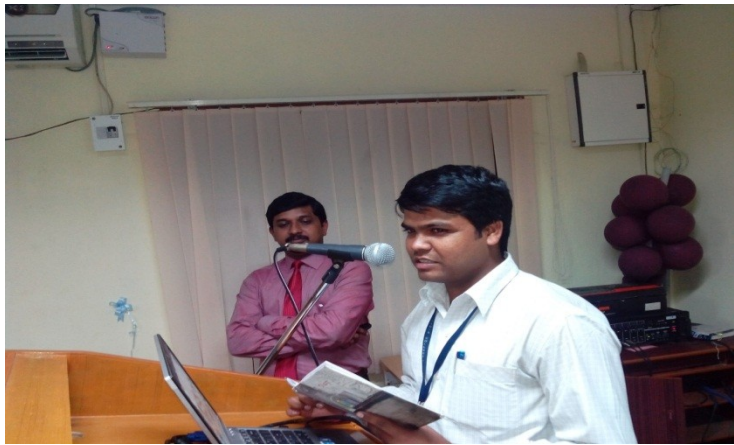
## **Non-performers**

The resource person, then, explained the above diagram and mentioned 9-Box Matrix to assess the performance of the employees. What HRs are doing in the company? It is nothing but practically using the theoretical knowledge and update themselves. As budding HRs, if we aren't updating ourselves, we'll be outdated in the field. According to Forbes Predictions, "workplace trends 2015, 47% of present generations will become managers and 7% of them will become executives and 15% of them will become business owners." If we aren't passionate, we'll not move upward in life.

In addition, Generation-Z (those who born between 1990-2010) are being employed by big MNCs like Facebook, Delloitte etc. as they fulfil technical gap and Gen-Z are aware of brands. Today, management executives expect their managers to be honest, trust-worthy and transparent. In June, 2015, there will be 4.7 million jobs openings in various fields but employers won't find skilled employees for them. Hence companies collaborate with colleges to hire people in advance and also there is more job hoping (Jumping between jobs) in the market. In Western countries, 86% of people/employees are freelancers and consultant. U.S. Companies recruit only temporary staff and we must be ready with Option-B.

## **CONCLUSION**

At last, the resource person showed some of the women CEOs in the world and asked to mention their names as well. Finally, he concluded with the words of Chris Rogers, "...even if you're on the right track, you'll get run over, if you just sit there." After the meeting, the trainees interacted with the alumni and the program got over by 8.15 pm.



### **GUEST LECTURE – 3**

#### **TOPIC: “MANPOWER PLANNING & RECRUITMENT”**

**DATE: 12<sup>TH</sup> JANUARY 2015,  
MONDAY.**

**VENUE: SMART CLASS  
ROOM (M.C.A BLOCK)**

**GUEST: MR. JACOB RAJ. R  
(Kriate HR Consultants)**



### **PROGRAMME SUMMERY**

The Guest lecture was started at 6.00 p.m sharp. Mr. Johnson (M.A Social Work Student) presented the welcoming speech and shared about the guest speaker and introduced to the students and staffs and the HR managers presented over there.

After the welcome speech the Speaker made the students sit in a semi circle and started his sharing.

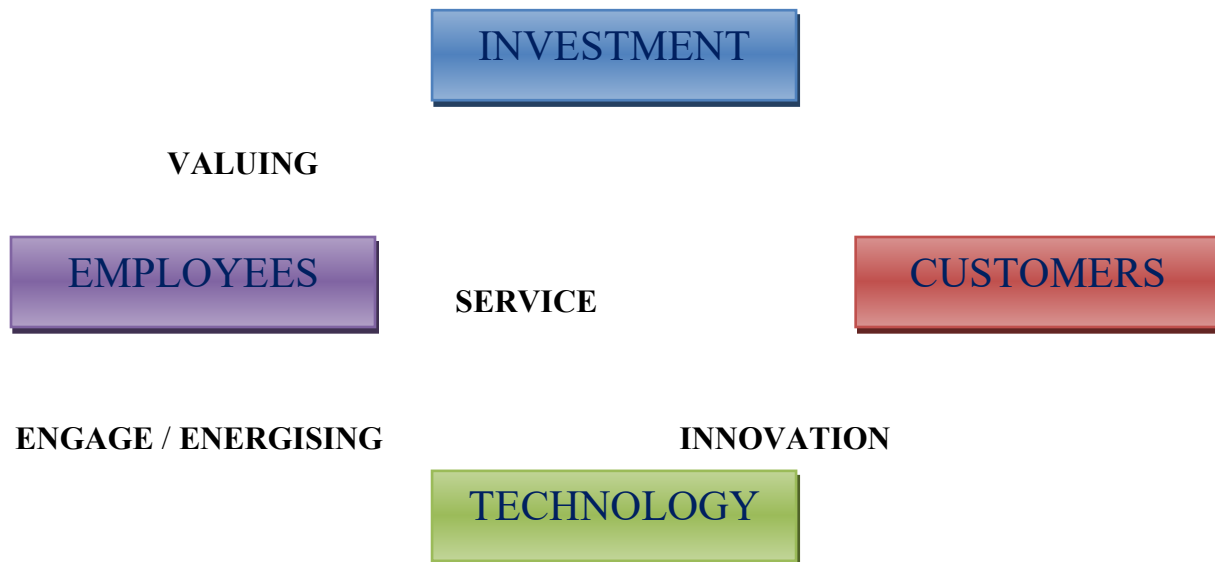
Then, after the sharing there was an evaluation on the past two lectures, after which Mr. C. Santhosh Kumar (M.A Social Work Student) presented vote of thanks.

After the evaluation Mr. Bertram the programme in charge, asked the students to share their suggestion and feedback about the programme and points for improvement in order to take the programme in an interesting and effective manner. Finally, the programme ended at 9.00 p.m with tea and snacks.



### **LECTURE SUMMERY**

The Guest speaker started his lecture with an example how can a HR manager plan for the Manpower Planning in an Organization. He has presented the topic with the practical examples. He has simplified the topic with this following diagram.



He has mentioned that how the recruitment plan takes place in an organization what measures do they adopt in the organization.

#### RECRUITMENT PLAN

- New Hires
- Replacement
- Fresher

New Hiring process needs to consider the time, cost factors to recruit the new candidate for the job.

Replacement helps the HR manager in recruitment process because the job description is already there to fill up the replaced position.

The candidate who is hired for the particular job has to be given training for the particular job.

Then he has explained about the Job Description and Job Specification.

#### JOB DESCRIPTION

He has explained that the job description involves a Person's,





#### Designation

- Purpose
- Roles and Responsibilities
- Reporting Relationship

#### JOB SPECIFICATION

These are the criteria that determine roles and responsibilities in the organization. Job Specification may be known as,

- Skills
- Qualification
- Experiences
- Cost to the Company.

He has explained that how Job Evaluation is being done in an Organization and the Scale in which it is measured.

Finally he has concluded with position evaluation methods *i.e.* Standardize method and Customized Method which is conducted to find out the Job evaluation in the Organization.

#### CONCLUSION

Though the topic was very wide to explain the full concept the Guest Speaker put his whole effort to explain the concept in a nut shell. And so he has decided to cover only the Manpower Planning as it need lot of time to cover the selection process.

Then finally Mr. Bertram asked suggestion from the students on how to carry forward the forthcoming lectures in an effective manner. And also he has suggested that the student should display the invitation in the Department notice board and should read about the Guest Speaker before they could come for the meeting. And he stressed a point the students should make us of this opportunity and take much more initiatives in the future programs.

## **GUEST LECTURE ON INTERVIEW SKILLS**

### **INTRODUCTION:**

The Students of M.A. Social Work specializing in Human Resource Management and the professors conducted a guest lecture on 23<sup>rd</sup> January 2015 through Loyola HR association. The lecture was taken over by Mr. Jeyaraj.

### **ABOUT THE SPEAKER:**



Mr. Jeyaraj is a seasoned HR professional with the blend of experiences in handling HR functions of IT, ITES, IT Education and recruitment over 15 years. He is specialized in Talent Management, performance management and staffing and has an experience in PeopleSoft at Sutherland.

Currently holding the responsibility as location HR Head – Hinduja Global Solution Ltd. He leads 2000+ talents across Chennai and Nagercoil locations.

### **TOPIC:**

Interview skills

## **VIDEO ON HINDUJA GLOBAL SOLUTIONS LTD:**



The Speaker presented a video about Hinduja Global Solutions Ltd. The video explained about their branches, products, services and more importantly about the employee satisfaction in Hinduja Global Solutions Ltd.

## **INTERVIEW:**

The speaker interacted with the students about some points that they about the interview and said that it is a source to choose a potential candidate for the job in an organization.





## **TYPES OF INTERVIEW:**

The Speaker said that interview can be of the following types:

- Screening
- Phone interviews
- One to One interviews
- Panel interview
- Serial interview
- Lunch interview
- Group interview
- Stress interview

## **“TELL ABOUT YOURSELF:”**

The Speaker told the students about the question which is asked foremost in any interview which is “Tell about yourself.” The Speaker asked all the students the answer for this question and finally gave tips to answer this question.

## **RESUME PREPARATION:**

The Speaker also gave tips as to how to prepare a resume. It should be in one and half pages and should contain name and contact address in front. It should be brief and not vague.

## **REASONS TO SELECT A PERSON:**



The Speaker on HR point of view told the reasons to select a person during a interview. They are:

- Positive attitude
- Relevant work experience
- Willingness to learn/ learning speed
- Education
- Reference

## **CONCLUSION**

The students were able to understand the expectation of the company. The session was so interesting and the session was more interactive. The feedback from the students was positive. The session got over at 8.30pm.

## **GUEST LECTURE ON PERFORMANCE MANAGEMENT**

### **INTRODUCTION**

The students of M.A Social Work specializing HRM and professors conducted a guest lecture on 3<sup>rd</sup> Feb'2015 through Loyola HR association. Alumni Mr.Bertran, Mr,Abraham, Mr.Nelson, Mr.Daniel Raja, participated in the guest lecture. The guest lecture was taken over by **Mr. Francis Jeyaraj.**

### **ABOUT SPEAKER**



Mr. Francis Jeyaraj is the Middle East's Human Resource Management professional. His background includes several years of hands on involvement in Human Resource Management and the Development and creation of strategic talents acquisition and managing a reward structure. He is particularly known for his expertise in continuous improvement through lean six sigma.

Mr. Francis acts as an internal change agent and consultant for thought leadership in this area, working to provide pertinent and rational insight towards maximizing the Human capital opportunities in the Middle East.

## **PERFORMANCE MANAGEMENT**

The speaker begins with interaction. He made the students to come out with some points on performance management. The students started interacting with the speaker and the speaker reasoned out the student's points.



Then the speaker started with his presentation on Performance Management.

The speaker covered the following aspects:

- ❖ Performance Management and Feedback
- ❖ Key Performance Indicator
- ❖ Who Evaluates?
- ❖ What to Evaluate?
- ❖ How to Evaluate?
- ❖ Means of Evaluation
- ❖ Purpose of Performance Management System
- ❖ Job Performance Competencies
- ❖ Performance Appraisal

After explaining about all the aspects, the speaker gave the brief summary on all the aspects. He made the whole presentation with full interaction, the students were more interested.

## **STUDENT'S QUERIES**



The speaker allowed the student's to raise their questions, the students raised some questions like, how this Performance Management works in various industries like Hotel, Bank, Etc. The speaker clarified the student's doubts in an effective way.

## CONCLUSION



The students have understood all the concept about Performance Management, the session was very interesting and useful. Now, the students got an insight of effective performance, and felt consistent performance is the key to success. The Professor, Alumni and the Students enjoyed the day and took group photos. The session ends at 7.30PM.

## A BRIEF REPORT OF GUEST LECTURE ON INDUSTRIAL RELATIONS



**Venue**

MCA Smart Class Room

**Date & Time**

On 13<sup>th</sup> February, 2015 (Friday)

At 6.00 PM

**Guest Speaker**

Mr. Benedict, HR

**Organized by**

Loyola HR Alumni Forum

Staff & Students of the Department of Social Work



**LOYOLA COLLEGE**

**(AUTONOMOUS)**

**CHENNAI – 600 034**

## INTRODUCTION

Indeed it is a great privilege and the most awaited dream of us, which come true. Our illustrious alumni, staff and students assembled for Loyola HR Enhancement programme to have Industry Institution Interaction in the form of guest lecture through which contextually they shared their experiential field knowledge and current updates with our students so as to motivate and to orient our students into an effective HR Managers in the near future. We are indeed overwhelmed with joy and happiness welcomed all our alumni at the venue. Next we had introduced ourselves and started interacting with them.

## OBJECTIVE

- To understand Industrial Relations in the broader panorama of organizational set up
- To know the role of Trade Union in the company in establishing the Industrial peace against strike epidemic

On **13<sup>th</sup> February 2015, Friday at 06.00 pm**, we the students Loyola, Department of Social Work specializing in the field of Human Resource Management gathered in MCA smart class room. The theme of the guest lecture was “**Industrial Relations**”, where the guest speaker **Mr. Benedict** delivered technical know-hows of Industrial Relations with our students by sharing his field experiences contextually with special references.

Initially our beloved faculty **Dr. J.M Arul Kamaraj** had introduced the guest speaker Mr. Benedict to our students. After introducing the chief guest, a formal welcome note was delivered by our student **Leo Easu Raj**, where he welcomed the guest speaker of the day as well as all our illustrious alumni to the programme venue.

## SUMMARY OF GUEST LECTURE

Followed by the welcome address our eminent resource person Mr. Benedict had commenced his session with brain storming, where he conducted party games such as '**Do what your BOSS says**' and '**Pass on What I say**'. These party games had given new experiences to us, where we could able to imbibe the management concepts more meaningfully. At the end of the games he stressed four basic skills that are inevitable for all HR managers such as listening, reading, writing and speaking.

The speaker had shown a Power Point Presentation, where he listed **HR - Code of Conduct**. Based on those statements he initiated thought provoking discussion contextually with special references. In the course of our discussion we quickly glanced through relevant labour laws and management concepts pertaining to the theme. Later he shared list of companies that are recently closed due to various internal and external factors such as **Nokia, Foxconn** etc. **HR George's case** was so touching, where issue on wage settlement ended his life so tragically. Referring the above case he called us to follow **workers friendly approach** in Industrial Relations, further he prompted us to inculcate a prime skill to be prudent in problem solving, when any issues or concerns arise out of proportion such as handling strikes and wage settlement.

He furthermore differentiated the concept of **Industrial Relation (IR)** and **Employee Relation (ER)** by quoting examples from industrial context by affirming employee relation would be studious strategy to create constructive industrial relations in an organization, where he stated Indian Tobacco Company as the best example in this regard.

Later he insisted us to follow ‘**Carrot Stick approach**’, which would be the best way to handle Industrial issues more wisely. In addition to this, he quoted the golden rule to be followed as successful HR executives, which is being summarized in this way, “**Rule 1: Your Boss is always right. Rule 2: If your Boss is wrong refer rule 1.**”

## **CONCLUSION**

At the end, vote of thanks was delivered by **Santhosh**, where our student formally thanked the Resource Person Mr. Benedict and all our alumni for their esteemed presence. This programme was well monitored by our Staff fraternity, where **Dr. J.M. Arul Kamaraj (Shift I)** and **Prof. Simon (Shift II)** motivated our students by their valuable presence.

We must deeply acknowledge alumni’s sense of professional guidance in helping us to have deep inspiration on HR Profession. We are always grateful to them. The programme is well initiated and attended by our prestigious alumni from various industrial backgrounds. Finally the programme was concluded by distributing refreshments to everyone, where everyone had a nice time by interacting meaningfully with each other, which is a sign of a professional growth in expanding our horizons.