
Professional Certificate in MBA in Mining Management

Human Resource Management

Ability Management refers to the process of identifying, developing, and utilizing the skills and abilities of employees to achieve organizational goals. Related terms include talent management and performance management. In the context of Human Resource Management in Mining Management, ability management is crucial for ensuring that employees have the necessary skills to work safely and efficiently in the mining environment. For example, ability management may involve identifying employees who have the potential to become supervisors or managers and providing them with training and development opportunities to enhance their leadership skills.

Absenteeism refers to the habitual or recurring absence of employees from work without a valid reason. Related terms include attendance and leave management. In the mining industry, absenteeism can have significant consequences, including reduced productivity, increased costs, and decreased employee morale. To manage absenteeism, mining companies may implement attendance tracking systems, provide incentives for good attendance, and offer support services to employees who are experiencing personal or health-related issues.

Accident Investigation refers to the process of examining the causes of workplace accidents and incidents to prevent future occurrences. Related terms include safety management and risk assessment. In the mining industry, accident investigation is critical for identifying root causes of accidents and implementing measures to prevent them from happening again. For example, an accident investigation may reveal that a particular piece of equipment is faulty, and the company may take steps to repair or replace it to prevent future accidents.

Action Learning is a problem-solving approach that involves taking action and learning from the results. Related terms include experiential learning and organizational development. In the context of Human Resource Management in Mining Management, action learning can be used to develop the skills and knowledge of employees, particularly in areas such as leadership and team management. For example, a mining company may use action learning to develop a new safety protocol, where employees are encouraged to take action and learn from the results.

Applicant Tracking System (ATS) refers to a software application used to manage and track job applicants. Related terms include recruitment and selection management. In the mining industry, an ATS can help streamline the recruitment process, reduce administrative burdens, and improve the quality of hires. For example, an ATS may be used to screen resumes, schedule interviews, and communicate with applicants.

Appraisal refers to the process of evaluating an employee's performance and providing feedback. Related terms include performance management and development planning. In the context of Human Resource

Management in Mining Management, appraisal is critical for ensuring that employees are meeting their job requirements and achieving their performance goals. For example, an appraisal may involve setting specific goals and objectives for an employee, providing regular feedback, and conducting a formal performance review at the end of the year.

Attendance Management refers to the process of monitoring and managing employee attendance. Related terms include absenteeism and leave management. In the mining industry, attendance management is critical for ensuring that employees are attending work regularly and that the company is meeting its production targets. For example, a mining company may implement an attendance tracking system, where employees are required to clock in and out of work, and provide incentives for good attendance.

Benchmarking refers to the process of comparing an organization's practices and performance with those of other organizations. Related terms include best practices and competitive advantage. In the context of Human Resource Management in Mining Management, benchmarking can be used to identify areas for improvement, develop strategic plans, and enhance operational efficiency. For example, a mining company may benchmark its safety record against that of other companies in the industry, and implement measures to improve its safety performance.

Benefits Administration refers to the process of managing and administering employee benefits. Related terms include compensation and rewards management. In the mining industry, benefits administration is critical for attracting and retaining employees, particularly in areas with limited job opportunities. For example, a mining company may offer a range of benefits, including health insurance, retirement plans, and paid time off.

Career Development refers to the process of helping employees develop their careers and achieve their career goals. Related terms include training and development planning. In the context of Human Resource Management in Mining Management, career development is critical for attracting and retaining employees, particularly in areas with limited job opportunities. For example, a mining company may provide opportunities for employees to develop their skills and knowledge, such as through mentoring programs, training courses, and education assistance.

Collective Bargaining refers to the process of negotiating with trade unions or other employee representatives to establish employment terms and conditions. Related terms include industrial relations and labor law. In the mining industry, collective bargaining is critical for managing the employment relationship and resolving disputes. For example, a mining company may negotiate a collective agreement with a trade union, which sets out the terms and conditions of employment for union members.

Competency-Based Management refers to the process of managing employees based on their competencies and skills. Related terms include performance management and development planning. In the context of Human Resource Management in Mining Management, competency-based management is critical for ensuring that employees have the necessary skills and knowledge to perform their jobs

effectively. For example, a mining company may develop a competency framework, which sets out the skills and knowledge required for each job, and provide training and development opportunities to help employees develop those competencies.

Conflict Resolution refers to the process of resolving disputes and conflicts in the workplace. Related terms include industrial relations and mediation. In the mining industry, conflict resolution is critical for maintaining a positive and productive work environment. For example, a mining company may establish a conflict resolution procedure, which sets out the steps to be taken to resolve disputes and conflicts, and provide training to employees on conflict resolution skills.

Corporate Social Responsibility (CSR) refers to the process of managing an organization's social and environmental impacts. Related terms include sustainability and environmental management. In the context of Human Resource Management in Mining Management, CSR is critical for maintaining a positive reputation and contributing to the well-being of local communities. For example, a mining company may develop a CSR strategy, which sets out its commitments to social and environmental responsibility, and implement measures to reduce its environmental footprint.

Diversity Management refers to the process of managing and valuing diversity in the workplace. Related terms include equality and inclusion. In the mining industry, diversity management is critical for attracting and retaining employees from diverse backgrounds, particularly in areas with limited job opportunities. For example, a mining company may develop a diversity strategy, which sets out its commitments to diversity and inclusion, and implement measures to promote diversity and inclusion in the workplace.

Employee Engagement refers to the process of motivating and engaging employees in their work. Related terms include motivation and job satisfaction. In the context of Human Resource Management in Mining Management, employee engagement is critical for improving productivity, reducing turnover, and enhancing employee well-being. For example, a mining company may conduct regular employee surveys, provide feedback and recognition, and offer opportunities for employees to participate in decision-making.

Employee Relations refers to the process of managing the employment relationship and resolving disputes. Related terms include industrial relations and labor law. In the mining industry, employee relations is critical for maintaining a positive and productive work environment. For example, a mining company may establish an employee relations procedure, which sets out the steps to be taken to resolve disputes and conflicts, and provide training to employees on employee relations skills.

Employment Law refers to the laws and regulations governing employment. Related terms include labor law and employment standards. In the context of Human Resource Management in Mining Management, employment law is critical for ensuring that the company is complying with its legal obligations and avoiding legal risks. For example, a mining company may develop an employment law strategy, which sets out its approach to managing employment law risks, and implement measures to ensure compliance with employment laws and regulations.

Equal Employment Opportunity (EEO) refers to the process of providing equal opportunities for all employees, regardless of their background or characteristics. Related terms include equality and diversity. In the mining industry, EEO is critical for attracting and retaining employees from diverse backgrounds, particularly in areas with limited job opportunities. For example, a mining company may develop an EEO strategy, which sets out its commitments to equality and diversity, and implement measures to promote EEO in the workplace.

Executive Coaching refers to the process of providing coaching and development opportunities to senior executives. Related terms include leadership development and executive development. In the context of Human Resource Management in Mining Management, executive coaching is critical for developing the skills and knowledge of senior executives, particularly in areas such as strategic planning and leadership. For example, a mining company may provide executive coaching to its senior executives, which involves one-on-one coaching, mentoring, and feedback.

Flexible Work Arrangements refer to the process of providing flexible work arrangements to employees, such as telecommuting or flexible hours. Related terms include work-life balance and flexibility. In the mining industry, flexible work arrangements are critical for attracting and retaining employees, particularly in areas with limited job opportunities. For example, a mining company may develop a flexible work arrangement policy, which sets out the options available to employees, and implement measures to support employees who choose to work flexibly.

Globalization refers to the process of expanding business operations globally. Related terms include international business and global management. In the context of Human Resource Management in Mining Management, globalization is critical for managing the employment relationship in a global context. For example, a mining company may develop a globalization strategy, which sets out its approach to managing employment relationships in different countries, and implement measures to ensure compliance with local employment laws and regulations.

Health and Safety Management refers to the process of managing health and safety in the workplace. Related terms include risk management and safety management. In the mining industry, health and safety management is critical for ensuring the well-being of employees and preventing accidents and injuries. For example, a mining company may develop a health and safety strategy, which sets out its commitments to health and safety, and implement measures to reduce risks and prevent accidents.

Human Capital Management refers to the process of managing the skills, knowledge, and abilities of employees. Related terms include talent management and human resource management. In the context of Human Resource Management in Mining Management, human capital management is critical for developing the skills and knowledge of employees, particularly in areas such as technical skills and leadership development. For example, a mining company may develop a human capital management strategy, which sets out its approach to managing human capital, and implement measures to attract, retain, and develop employees.

Human Resource Information System (HRIS) refers to a software application used to manage and track human resource data. Related terms include human capital management and information systems. In the mining industry, an HRIS can help streamline human resource processes, reduce administrative burdens, and improve the quality of human resource data. For example, an HRIS may be used to track employee data, manage benefits and compensation, and analyze human resource metrics.

Human Resource Management (HRM) refers to the process of managing the employment relationship and developing the skills and knowledge of employees. Related terms include personnel management and human capital management. In the context of Mining Management, HRM is critical for attracting, retaining, and developing employees, particularly in areas with limited job opportunities. For example, a mining company may develop an HRM strategy, which sets out its approach to managing the employment relationship, and implement measures to support employees and enhance their well-being.

Industrial Relations refers to the process of managing the employment relationship and resolving disputes. Related terms include employee relations and labor law. In the mining industry, industrial relations is critical for maintaining a positive and productive work environment. For example, a mining company may establish an industrial relations procedure, which sets out the steps to be taken to resolve disputes and conflicts, and provide training to employees on industrial relations skills.

Job Analysis refers to the process of analyzing the requirements of a job and developing a job description. Related terms include job description and job specification. In the context of Human Resource Management in Mining Management, job analysis is critical for ensuring that employees are performing their jobs effectively and efficiently. For example, a mining company may conduct a job analysis to develop a job description for a new role, which sets out the key responsibilities and requirements of the job.

Job Design refers to the process of designing jobs to meet the needs of the organization and employees. Related terms include job analysis and work design. In the mining industry, job design is critical for improving productivity, reducing turnover, and enhancing employee well-being. For example, a mining company may redesign jobs to reduce repetitive tasks, improve work-life balance, and provide opportunities for employee growth and development.

Job Evaluation refers to the process of evaluating the relative worth of jobs within an organization. Related terms include job analysis and compensation management. In the context of Human Resource Management in Mining Management, job evaluation is critical for ensuring that employees are fairly compensated for their work. For example, a mining company may conduct a job evaluation to determine the relative worth of different jobs, and develop a compensation strategy that reflects the value of each job.

Knowledge Management refers to the process of managing and sharing knowledge within an organization. Related terms include information management and learning organization. In the mining industry, knowledge management is critical for improving productivity, reducing costs, and enhancing innovation. For example, a mining company may develop a knowledge management strategy, which sets out its approach

to managing and sharing knowledge, and implement measures to capture, store, and share knowledge across the organization.

Labor Law refers to the laws and regulations governing employment. Related terms include employment law and industrial relations. In the context of Human Resource Management in Mining Management, labor law is critical for ensuring that the company is complying with its legal obligations and avoiding legal risks. For example, a mining company may develop a labor law strategy, which sets out its approach to managing labor law risks, and implement measures to ensure compliance with labor laws and regulations.

Leadership Development refers to the process of developing the skills and knowledge of leaders. Related terms include executive development and management development. In the mining industry, leadership development is critical for developing the skills and knowledge of senior executives, particularly in areas such as strategic planning and leadership. For example, a mining company may provide leadership development opportunities to its senior executives, which involves training, mentoring, and feedback.

Learning Organization refers to an organization that is committed to learning and development. Related terms include knowledge management and organizational learning. In the context of Human Resource Management in Mining Management, learning organization is critical for improving productivity, reducing costs, and enhancing innovation. For example, a mining company may develop a learning organization strategy, which sets out its approach to learning and development, and implement measures to support employee learning and development.

Management Development refers to the process of developing the skills and knowledge of managers. Related terms include leadership development and executive development. In the mining industry, management development is critical for developing the skills and knowledge of managers, particularly in areas such as strategic planning and leadership. For example, a mining company may provide management development opportunities to its managers, which involves training, mentoring, and feedback.

Mediation refers to the process of resolving disputes through the use of a neutral third party. Related terms include conflict resolution and dispute resolution. In the context of Human Resource Management in Mining Management, mediation is critical for resolving disputes and conflicts in a fair and efficient manner. For example, a mining company may establish a mediation procedure, which sets out the steps to be taken to resolve disputes and conflicts, and provide training to employees on mediation skills.

Mentoring refers to the process of providing guidance and support to employees. Related terms include coaching and development planning. In the mining industry, mentoring is critical for developing the skills and knowledge of employees, particularly in areas such as technical skills and leadership development. For example, a mining company may establish a mentoring program, which pairs experienced employees with less experienced employees, and provides guidance and support to help them develop their skills and knowledge.

Motivation refers to the process of motivating employees to perform their jobs effectively. Related terms

include job satisfaction and engagement. In the context of Human Resource Management in Mining Management, motivation is critical for improving productivity, reducing turnover, and enhancing employee well-being. For example, a mining company may develop a motivation strategy, which sets out its approach to motivating employees, and implement measures to recognize and reward employee performance.

Occupational Health and Safety (OHS) refers to the process of managing health and safety in the workplace. Related terms include risk management and safety management. In the mining industry, OHS is critical for ensuring the well-being of employees and preventing accidents and injuries. For example, a mining company may develop an OHS strategy, which sets out its commitments to health and safety, and implement measures to reduce risks and prevent accidents.

Organizational Development (OD) refers to the process of improving the overall performance and effectiveness of an organization. Related terms include change management and organizational learning. In the context of Human Resource Management in Mining Management, OD is critical for improving productivity, reducing costs, and enhancing innovation. For example, a mining company may develop an OD strategy, which sets out its approach to improving organizational performance, and implement measures to support employee learning and development.

Outsourcing refers to the process of contracting with external providers to perform specific tasks or functions. Related terms include contract management and procurement. In the mining industry, outsourcing is critical for reducing costs, improving efficiency, and enhancing flexibility. For example, a mining company may outsource certain functions, such as human resources or information technology, to external providers.

Performance Management refers to the process of managing and improving employee performance. Related terms include appraisal and development planning. In the context of Human Resource Management in Mining Management, performance management is critical for ensuring that employees are meeting their job requirements and achieving their performance goals. For example, a mining company may develop a performance management strategy, which sets out its approach to managing employee performance, and implement measures to support employee development and growth.

Personnel Management refers to the process of managing the employment relationship and developing the skills and knowledge of employees. Related terms include human resource management and industrial relations. In the mining industry, personnel management is critical for attracting, retaining, and developing employees, particularly in areas with limited job opportunities. For example, a mining company may develop a personnel management strategy, which sets out its approach to managing the employment relationship, and implement measures to support employees and enhance their well-being.

Recruitment refers to the process of attracting and selecting employees. Related terms include selection and hiring. In the context of Human Resource Management in Mining Management, recruitment is critical for attracting and retaining employees, particularly in areas with limited job opportunities. For example, a

mining company may develop a recruitment strategy, which sets out its approach to attracting and selecting employees, and implement measures to support employee recruitment and retention.

Reward Management refers to the process of managing and administering employee rewards. Related terms include compensation and benefits management. In the mining industry, reward management is critical for attracting and retaining employees, particularly in areas with limited job opportunities. For example, a mining company may develop a reward management strategy, which sets out its approach to managing and administering employee rewards, and implement measures to support employee motivation and engagement.

Risk Management refers to the process of identifying, assessing, and mitigating risks. Related terms include safety management and compliance. In the context of Human Resource Management in Mining Management, risk management is critical for ensuring the well-being of employees and preventing accidents and injuries. For example, a mining company may develop a risk management strategy, which sets out its approach to managing risks, and implement measures to reduce risks and prevent accidents.

Selection refers to the process of choosing the best candidate for a job. Related terms include recruitment and hiring. In the mining industry, selection is critical for ensuring that employees are qualified and capable of performing their jobs effectively. For example, a mining company may develop a selection strategy, which sets out its approach to selecting employees, and implement measures to support employee selection and recruitment.

Strategic Human Resource Management (SHRM) refers to the process of aligning human resource management with the overall strategy and goals of the organization. Related terms include human capital management and strategic planning. In the context of Mining Management, SHRM is critical for improving productivity, reducing costs, and enhancing innovation. For example, a mining company may develop a SHRM strategy, which sets out its approach to aligning human resource management with the overall strategy and goals of the organization, and implement measures to support employee development and growth.

Succession Planning refers to the process of identifying and developing future leaders. Related terms include leadership development and talent management. In the mining industry, succession planning is critical for ensuring that the company has a pipeline of future leaders, particularly in areas such as technical skills and leadership development. For example, a mining company may develop a succession planning strategy, which sets out its approach to identifying and developing future leaders, and implement measures to support employee development and growth.

Sustainability refers to the process of managing the social, environmental, and economic impacts of an organization. Related terms include corporate social responsibility and environmental management. In the context of Human Resource Management in Mining Management, sustainability is critical for maintaining a positive reputation and contributing to the well-being of local communities. For example, a mining

company may develop a sustainability strategy, which sets out its approach to managing social, environmental, and economic impacts, and implement measures to reduce its environmental footprint.

Talent Management refers to the process of identifying, developing, and retaining talented employees. Related terms include human capital management and succession planning. In the mining industry, talent management is critical for developing the skills and knowledge of employees, particularly in areas such as technical skills and leadership development. For example, a mining company may develop a talent management strategy, which sets out its approach to identifying, developing, and retaining talented employees, and implement measures to support employee development and growth.

Training and Development refers to the process of providing training and development opportunities to employees. Related terms include learning and development planning. In the context of Human Resource Management in Mining Management, training and development is critical for developing the skills and knowledge of employees, particularly in areas such as technical skills and leadership development. For example, a mining company may develop a training and development strategy, which sets out its approach to providing training and development opportunities, and implement measures to support employee learning and development.

Work-Life Balance refers to the process of managing the balance between work and personal life. Related terms include flexible work arrangements and well-being. In the mining industry, work-life balance is critical for improving employee well-being, reducing turnover, and enhancing productivity. For example, a mining company may develop a work-life balance strategy, which sets out its approach to managing the balance between work and personal life, and implement measures to support employees in achieving a better balance between work and personal life.

Workforce Planning refers to the process of planning and managing the workforce to meet the needs of the organization. Related terms include succession planning and talent management. In the context of Human Resource Management in Mining Management, workforce planning is critical for ensuring that the company has the right people with the right skills and knowledge to meet its business needs. For example, a mining company may develop a workforce planning strategy, which sets out its approach to planning and managing the workforce, and implement measures to support employee development and growth.