INTERNAL/EMPLOYEE RELATIONS

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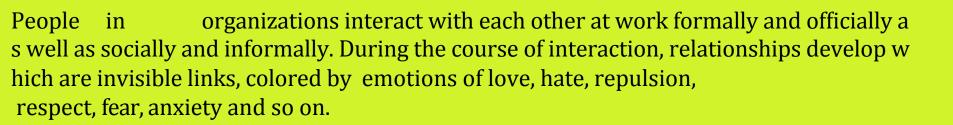
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HAILILAH TRI GANDHIWATI

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Example: These are usually mutual but not necessarily reciprocal. If A hates B, it does no t follow that B hates A. It is possible that B loves A and even sympathizes with his thoug hts.

Employees-The Most Important Asset

Most important asset are employees, who work t ogether and perform to achieve the goals and obj ectives of the organization.

Every individual shares a certain relationship with his colleagues at the workplace.

Dimensions of Relationship

The relationship can be

- Between anyone in the organization
- Between co-workers (Horizontal)
- Between an employee and his superior (Upward & Downward)
- Between two members in the management a nd so on.

It is important that the employees share a health y relationship with each other to deliver their be st performances.

Environment & Atmosphere:

- The employees must be comfortable with each othe r for a healthy environment at work.
- It is the prime duty of the superiors and team leader s to discourage conflicts in the team and encourage a healthy relationship among employees.
- Observation says that a healthy relation among the e mployees goes a long way in motivating the employ ees and increasing their confidence and morale.

Employee relationship increase Employee Engagement

- One starts enjoying his office and does not take his work as a burde. He feels charged and fresh the whole day an d takes each day at work as a new challenge.
- If one have a good relation with his team members he fee l going to office daily. Go out with the team members for a get together once in a while or have the lunch together.
- These activities help in strengthening the bond among t he employees and improve the relations among them.

Importance of employee relations

- There are several issu es on which an indivi dual cannot take deci sions alone.
- Work becomes easy if it is shared among all.
- The organization becomes a happy place to work if the employees work together as a family.

- Healthy employee relations also discourage conflicts and fights among individuals.
- A healthy employee relation re duces the problem of absente eism at the work place.
- It is wise to share a warm r elation with the fellow wor kers, because we never kn ow when we need them.

Improve employee relations

- Involve the team members.
- Encourage individuals to sh are their work with each ot her.
- Assign them targets and as k all the team members to contribute equally.

- Encourage effective communica tion among the team members.
- Written modes of communication must be promoted among the e mployees for better transparency
- Organize birthday parties, Outin g together, Celebrations, New Y ear parties etc.

Role of Attitude in Employee Relationship

- Attitude plays an important role in improving the relationshi p among the individuals.
- An individual should never ever have a negative attitude at workplace.
- Don't always find faults in others.
- One should not be too rigid.
- An individual should not make issues out of small things.

Role of Attitude in Employee Relationship

- One should be forgiving.
- Don't carry ego to work.
- One should always keep his personal life separate from his professio nal affairs.
- Treat colleagues as friends.

Exercise & Assignment

- 1. Buat presentation/ppt kreatif dan professional look
- tentang employee relations menggunakan buku Seitel sesuai deng an SAP dan tambahkan dengan tokoh dan sumber lain(dalam PR)
- 3. 20 pages
- 4. Submitted maksimal pukul 19.00 Rabu 29 April 2020 via email
- 5. Konten:
 - 1 Definition
 - 2 Structure and anatomy
 - 3 Function and roles
 - 4 Tasks
 - 5 Mechanism
 - 6 How to make good relationships towards the employees up, same level, down
 - $\overline{\mathcal{O}}$ The benefits and lost of the relationships (good and bad)
 - B) Give the real examples

SOURCES

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