

# **BASIC TEXTILE OPERATION**

**NTQF Level -I**

## **Learning Guide -10**

**Unit of Competence: Work in the Textile Industry**

**Module Title: Working in the Textile Industry**

**LG Code: IND BTO1 M03 LO1-LG-10**

**TTLM Code: IND BTO1 TTLM 0919v1**

**LO1: Identify the Organizational  
Structure within the Industry**



<b>Instruction Sheet</b>	<b>Learning Guide #10</b>
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Introduction to textile
- Identifying relevant position in textile industry
- Identifying the Role of industrial representative
- Identifying the role of industry personnel

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to:

- Identify relevant positions in the textile industry
- Identify industry personnel and representatives



### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below
3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-checks” in each information sheets.
5. Ask from your teacher the key answers or you can request your teacher to correct your work after you finished answering self-checks.
6. If you earned a satisfactory evaluation proceed to “Operation sheets and LAP Tests if any”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.
7. After you accomplish Operation sheets and LAP Tests, ensure you have a formative assessment and get a satisfactory result;
8. Then proceed to the next information sheet

<b>Information Sheet-1</b>	<b>Introduction to Textile</b>
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### What Is Textile?

A textile is a flexible material consisting of a network of natural or artificial fibers (yarn or thread). Yarn is produced by spinning raw fibers of wool, flax, cotton, hemp, or other materials to produce long strands. Textiles are formed by weaving, knitting, crocheting, knotting or tating, felting, or braiding.

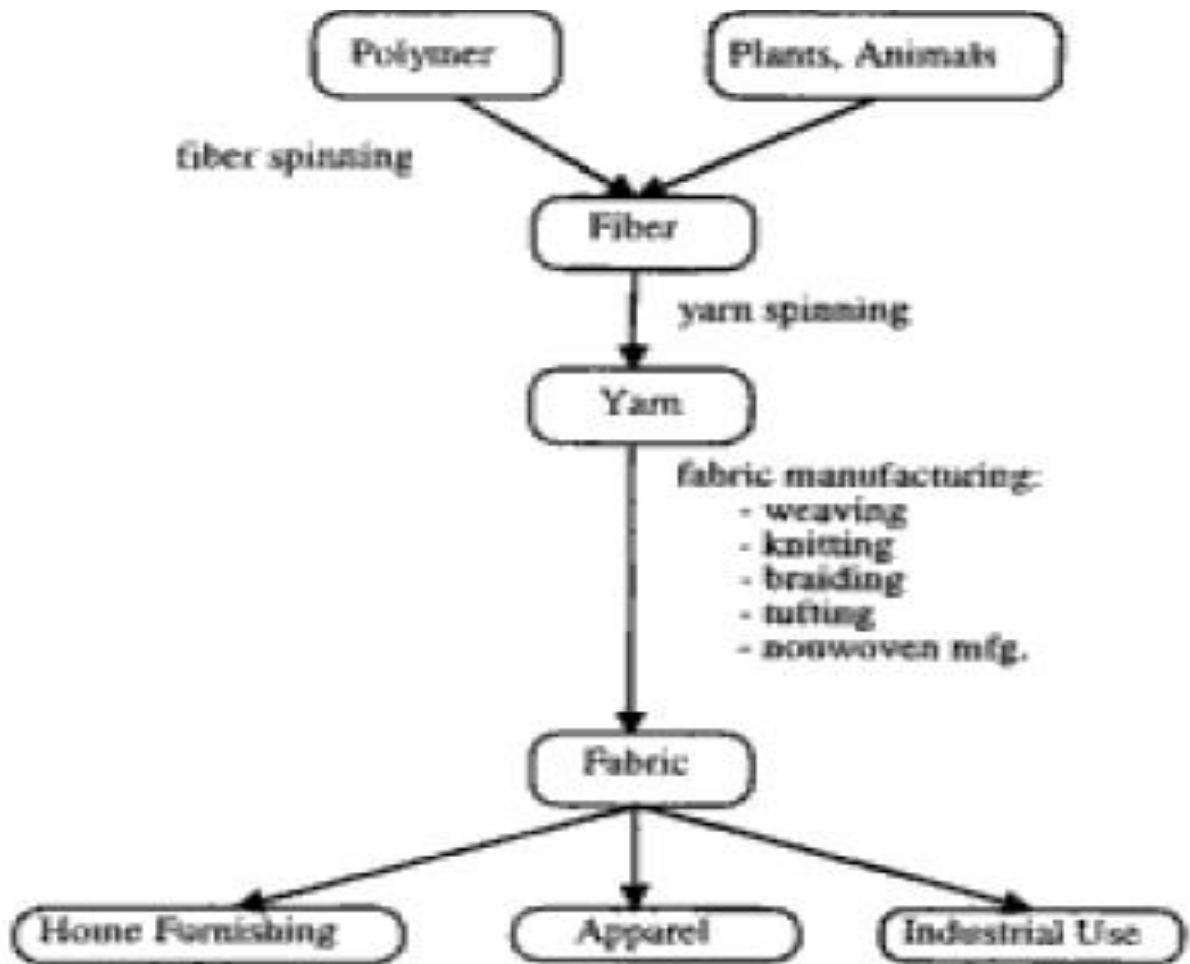


Fig: 1.1. Process flow of textile products



## 1.1. Use of Textile Product

### 1.1.1. Apparel making

The term apparels is used for any type of fabric that is used for clothing. Application areas of fabrics in apparels generally include inner wear, fashion wear, functional wear, men's wear, ladies wear, and kids wear. These application areas can be further divided into many subcategories including but not limited to belts, coats, dresses, footwear, leggings, tights, gowns, headgear, jackets, neckwear, robes, cloaks, shawls, skirts, trousers, and shorts. These subcategories may be created on cultural, seasonal, and regional bases. The field of apparel fabrics is usually led by the fashion industry, and the most valued parameters include uniqueness and occasion-based clothing.



Fig 1.1: Fabric used for Apparel making

Nonwoven fabrics are one of the oldest and simplest textiles. A classic example is felt. Earlier nonwoven fabrics were used in protective clothing, and shelters. In recent years, there is increase in nonwoven industry, and unconventional fabric trends are emerging, including geotextiles, diapers, bags, filters, etc. Now, nonwovens have begun to find

applications in fashion in the clothing industry also. Research and development in the properties of nonwoven fabrics lead to this outcome of its use in apparels with improved properties. Unlike traditional fabric manufacturing process, where the fibers are converted to yarn and then woven, nonwoven fabrics are obtained directly from the fibers

### 1.1.2. Fabric used for home textiles

Home textile deals with the applications of textiles for household purposes. Home textiles are used mainly for their functional and esthetic properties aiming to provide comfort and mental relaxation to the people. The basic articles of home textile are grouped as sheets and pillow cases, blankets, towels, table cloths, and rugs. Both natural and man-made fibers are preferred in fabrics used for home textiles. This is an under explored area, and there is a lot of scope for new developments and innovations.



Fig: 1.2. Fabric used for home textiles

These include a vast range of functional as well as decorative products used mainly for decorating our houses. Some of the most common home textile products are home furnishing fabrics, bed spreads, blankets, pillows and pillow covers, cushion and cushion



covers, carpets and rugs, wall hangings, different types of towels, table cloth and mats, kitchen linen and other kitchen accessories, bathroom accessories, etc.

The bed sheets and pillowcases are usually produced from plain woven fabrics either from cotton or from cotton/polyester-blended yarns. A small proportion of these are also produced from linen, silk, acetate, and nylon, with weave constructions varying from plain to satin, rarely knitted. Blankets are usually woven using high-twist yarn in warp and soft (low-twist) yarns in weft. Other ways to produce are either by knitting or by flocking fibers. The composition and construction of yarn decide the degrees of warmth, softness, and durability of blanket. Thermal blankets are produced using a honeycomb weave or knitted to produce a lightweight open construction. The flocked polyurethane blankets have a polyurethane foam base, which is covered with fiber flocking using an adhesive. Such blankets are very soft and spongy, and relatively light weight. Terry towels are used to absorb moisture from wet skin, and therefore, they must be strong enough to withstand the stresses produced during rubbing, tugging, and laundering. These are woven piled structures produced either from cotton or from a blend of cotton and polyester yarn. Polyester provides increased strength and faster drying, while cotton provides greater absorbency. Table cloths are produced in a number of designs and ways from cotton, linen, rayon, polyester, or their blends. The most popular constructions are damask and lace. The linen damask is the most expensive, and it requires greater care of laundering and ironing but offers advantages of luxuriousness and durability. Floor coverings including rugs and carpets serve as a colorful foundation for the rooms, enhancing its beauty. In addition, they also act as the heat and sound insulators. The carpets may be produced by hand (woven) or by machine (tufted, woven, nonwoven, or knitted). The hand-woven carpets are very expensive; though their production rate is low, highly skilled labor is required for its production. Nonwoven carpets are produced from polypropylene (PP). The PP fibers are converted into web by needle punching, and thermal bonding technique is applied to produce carpet. They are the cheapest form of carpet and are not very long lasting.

### **1.1.3. Fabric used in Industrial/Technical Textiles**

These are the textiles that are produced for certain functional properties rather than decorative purposes. The technical textiles are classified into 12 different segments as

follows: agro-tech (for agriculture and aquaculture), build-tech (for building and construction), cloth-tech (for clothing and footwear), geo-tech (for civil engineering and geotextiles), home-tech (for household textiles), indu-tech (for industrial applications), medi-tech (for medical and hygiene), oeko-tech (environment-friendly products), pack-tech (for packaging), pro-tech (for protection), sport-tech (for sports and leisure), and mobile-tech (for automobiles).



Fig: 1.3. Fabric used in industrial textiles

The fabrics used for the technical purposes are mostly woven or nonwoven. The knitted fabrics have a very low share in the industrial applications due to less stable structure as shown in below Figure. The warp-knitted fabric structures have found some technical/industrial applications. The choice of fibrous material is largely dependent on the area of application, and it may include natural, man-made, and high-performance fibers.

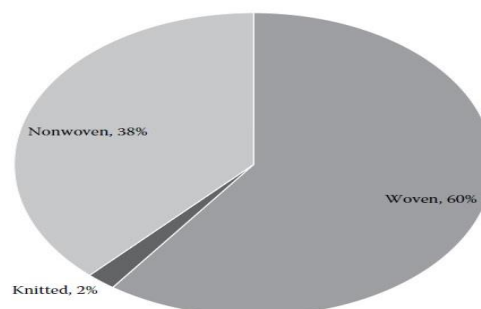


Fig: 1.4. Woven, nonwoven, and knitted fabrics shares in technical textiles.





Some of the examples for the technical use of fabrics are nets, ropes, jute bags, reinforcement for composites, tents, sewing threads, interlinings, waddings, geomembranes, shades, conveyor belts, hoses, filters, carpet backing, printed circuit boards, seals, gaskets, bandages, sutures, diapers, tea bags, electromagnetic shielding, ballistic protection, noise absorption, seat belts, flags, coated-inflatable life rafts, sleeping bag liner, poncho, surgical gowns, etc.



<b>Self-Check -1</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is textile?( **2marks**)
2. List some application of textile products?(**3 marks**)



**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

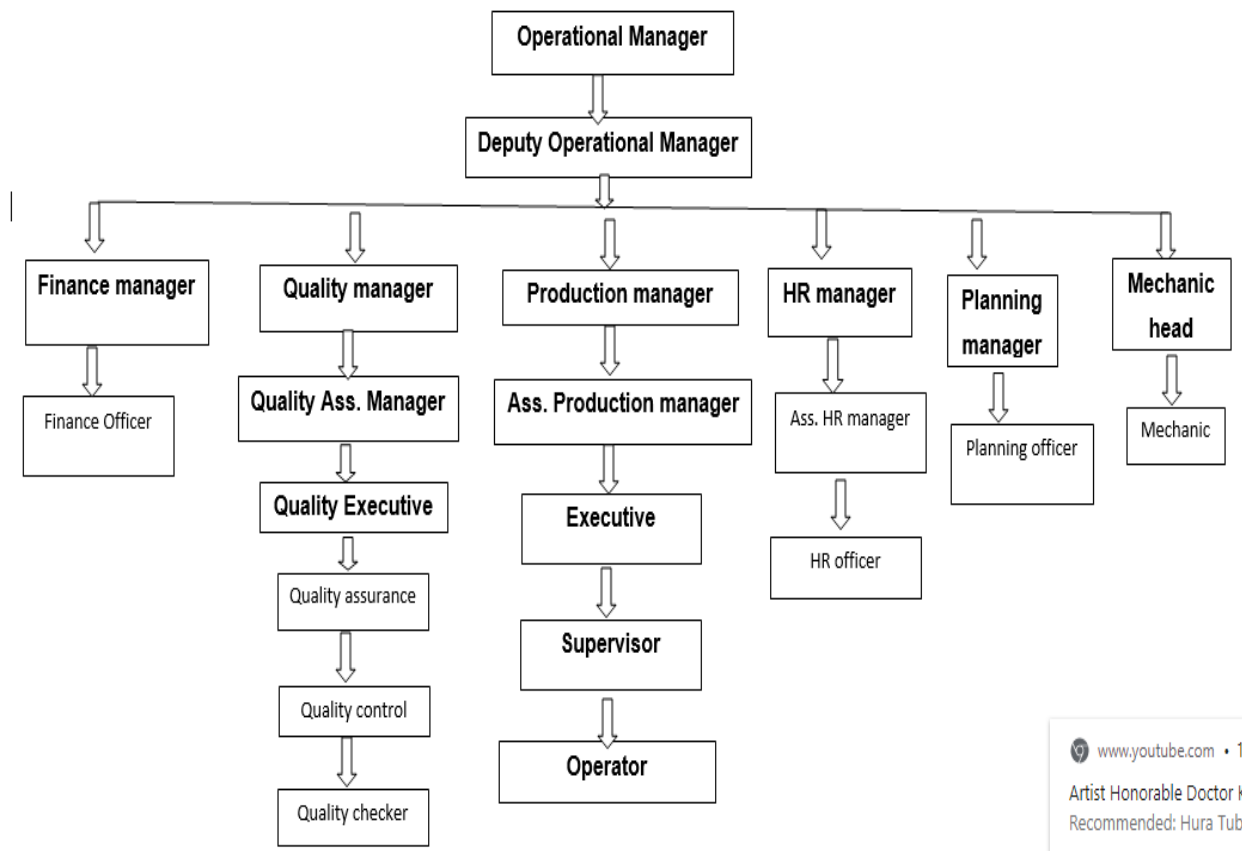
**Short Answer Questions**

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<b>Information Sheet-2</b>	<b>Identifying Relevant Position In Textile Industry</b>
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### Relevant Positions in Textile Industry



www.youtube.com • 1  
 Artist Honorable Doctor K  
 Recommended: Hura Tubi

**Vertical positions:** flow of information from top level to lower level position and vice versa

Operation manager ⇌ Deputy Operation manager ⇌ Managers ⇌ ass. Managers, Executive ⇌ supervisor ⇌ operator

**Horizontal positions:** information among the same level positions.

production manager ⇌ HR manager ⇌ Quality manager : ⇌ mechanic head  
 finance manager



## **2.1. Operational manager**

### **2.1.1. Operations manager job description template**

An operations manager is key part of a management team and oversees high-level HR duties, such as attracting talent and setting training standards and hiring procedures. They also analyze and improve organizational processes, and work to improve quality, productivity and efficiency.

- Operations Manager Responsibilities:
- Provide inspired leadership for the organization.
- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- Oversee budgeting, reporting, planning, and auditing.
- Work with senior stakeholders.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and plan for short and long-term goals.
- Identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- Support worker communication with the management team.

### **2.1.2. Operations manager requirements:**

- Bachelor's degree in operations management or related field.
- Experience in management, operations, and leadership.
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management.
- Ability to build consensus and relationships among managers, partners, and employees.
- Excellent communication skills.
- Solid understanding of financial management.



### **2.1.3. Function of operations management**

The function of operations management is to oversee high-level HR duties, such as attracting talent, improve organizational processes, and work to improve quality, productivity, and efficiency.

### **2.1.4. Skills of needed for operations management**

- Leadership.
- Understanding of policy, planning, and strategy.
- Ability to develop, implement and review policies and procedures.
- Ability to oversee budgeting, reporting, planning, and auditing.
- Understanding of necessary legal and regulatory documents.
- Ability to address problems and opportunities for the company.
- Ability to build alliances and partnerships with other organizations.

### **2.1.5. Role of an operations manager**

The roles and functions of operations managers vary between companies and departments. In general, operations managers specialize in one or more aspects of a business and oversee operations within their departments. You can add the key responsibilities of operations managers at your business to our operations manager position description to create a descriptive job advertisement.

## **2.2. Assistance manager**

### **2.2.1. Assistant manager responsibilities**

- Ensuring company policies are followed.
- Optimizing profits by controlling costs.
- Hiring, training and developing new employees.
- Resolving customer issues to their overall satisfaction.
- Maintaining an overall management style that follows company best practices.
- Providing leadership and direction to all employees.
- Ensuring product quality and availability.
- Preparing and presenting employee reviews.
- Working closely with the store manager to lead staff.
- Overseeing retail inventory.
- Assisting customers whenever necessary.
- Organizing employee schedule.



- Ensuring that health, safety, and security rules are followed.
- Taking disciplinary action when necessary.
- Ensuring a consistent standard of customer service.
- Motivating employees and ensuring a focus on the mission.
- Maintaining merchandise and a visual plan.
- Maintaining stores to standards, including stocking and cleaning.
- Completing tasks assigned by the general manager accurately and efficiently.
- Supporting store manager as needed.

### **2.2.2. Assistant manager requirements**

- High school or equivalent education level.
- Stable work history.
- Must be self-motivated and possess the desire for self-development.
- Have the ability to work autonomously when required.
- Be a team player.
- Be dedicated to customer satisfaction and a great customer experience.
- Experience as an assistant store manager or with retail store management.

Human resources managers supervise a company or organization's hiring process, from recruiting, interviewing, and hiring new staff. They help connect executives with employees, build an employer brand, improve employee engagement, and build strategic talent resources plans.

## **2.3. HR manager**

### **2.3.1. HR Manager Responsibilities:**

- Consistently recruiting an excellent staff.
- Maintaining a smooth onboarding process.
- Training, counseling and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary and termination procedures.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers.



### **2.3.2. HR manager requirements**

- Bachelor's degree in human resources management or equivalent.
- Experience in human resources or related field.
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Experience in following and maintaining workplace privacy.
- Ability to give presentations.
- Knowledge of relevant health and safety laws.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.

## **2.4. Account manager job description template**

### **2.4.1. Account manager responsibilities**

- Communicating with clients to understand their needs and explain product value
- Building relationships with clients based on trust and respect
- Collaborating with internal departments to facilitate client need fulfillment
- Collecting and analyzing data to learn more about consumer behavior
- Keeping accurate records pertaining to inventory and account notes
- Maintaining updated knowledge of company products and services
- Resolving complaints and preventing additional issues by improving processes
- Identifying industry trends
- Acting as a client advocate with a focus on improving the buyer experience

### **2.4.2. Account Manager Requirements**

- Bachelor's degree in sales, communications, or related field
- More education or experience may be preferred
- Exceptional verbal and written communication skills
- Ability to collect, track, and analyze large amounts of data
- Adaptability and strong problem solving skills
- Excellent active listening skills
- Ability to build rapport and collaborate with others within the company and externally
- Understanding of consumer behaviors and industry trends





- Extensive, accurate product knowledge



<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write some relevant positions in textile industry?(**3marks**)
2. What are the requirements of operational manager?(**3marks**)
3. Write some responsibilities of HR manager?(**3marks**)



**Note: Satisfactory rating - 3 points**

**Unsatisfactory - below 3 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

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## Information Sheet-3

## Identifying the role of Industrial Representative

### 3.1. Industry representative

Industry representative means and includes all wholesalers, manufacturers, rectifiers, distillers and breweries dealing in alcoholic liquor or malt beverage, and proscriptions under their conduct includes conduct by a subsidiary, affiliate, officer, director, employee, agent, broker or any firm member of such entity.

### 3.2. Types of industry representatives

The most common industry representatives are the device or accessory sales representatives (referred to here as product representative). Endoscope or other major equipment sales representatives, pharmaceutical representatives, product specialists, market development managers, scientific liaisons, and members of senior corporate leadership are other types of industry representatives that may interface with endoscopy unit personnel from time to time. Each has a specific job description and role to play.

This document will focus on the product and pharmaceutical sales and marketing representatives, which are the most common types of industry representatives encountered in an endoscopy unit.

### 3.3. Roles of an industry representative

The most common role of the representative is to introduce a specific product or technology and to facilitate its purchase by the endoscopy unit or healthcare facility, and to provide after-sales service and support. Additional roles are listed in Table 2. Some of these roles vary depending on the scope and nature of a particular endoscopy unit's activities as well as the different needs that arise from time to time. In some units, representatives may also support research projects. It is important to keep the research support role completely separate from that related to product service, education, and support.

#### 3.3.1. Device and accessory sales and service

A variety of accessories and devices are used on a daily basis in an endoscopy unit. The representative commonly facilitates introduction and purchase of these products by working with the unit leadership and the purchasing department. These devices are typically cleared by the U.S. Food and Drug Administration (FDA) and commercially available items that include products ranging from standard accessories (eg, biopsy forceps, polypectomy snares, stents, etc.) to more complex devices (eg, cholangioscopy equipment, enteral stents, etc.).



Several companies may manufacture similar items, resulting in a competitive environment for the representative. To be successful, the representative should have comprehensive knowledge of the product, including its proper use in appropriate clinical settings. Representatives with the proper training and understanding of device function are more likely to confidently instruct and educate the unit staff on safe and appropriate use of the product, earning greater respect for their important and integral role. At all times, the device/accessory representative should conduct themselves in compliance with the AdvaMed Code of Ethics on Interactions with Health Care Professionals.

In addition, when a device or equipment malfunction arises, the representative has a duty and obligation to be available and receptive to the customer's needs and to bring a satisfactory resolution to the problem at hand. This is a critical role, especially in smaller endoscopy units where fewer alternatives (or "back-ups") exist in the event of device malfunction. These units may depend highly on rapid resolution of the problem in order to maintain daily activities.

#### **3.4. Industry associations**

A group of textile industries organized for a joint purpose to discuss on their issue. The meeting carried annually or per two years as required.

#### **3.5. Unions**

The action of joining together two or more textile enterprises that have common purpose

#### **3.6. Relevant legislation bodies**

Governing OHS, environmental protection, anti-discrimination



<b>Self-Check -3</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What does Industry representative mean?( **3marks**)
2. What is the role of Industry representative?( **2marks**)



**Note: Satisfactory rating - 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

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**Short Answer Questions**

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## Information Sheet-4

## Identifying the Role of Industry Personnel

### Personnel Positions in a textile industry

#### 4.1. Chief Executive Officer (CEO) or President

This person will be the driving force behind the company; he or she will make things happen, put together the resources to support the company and take the product to the market place.

#### 4.2. Chief Operating Officer (COO)

Chief Operating Officer (COO), Vice President of Operations or General Manager Whether called an organizer, an inside manager or an operations person, this person is the one who will make sure company operations flow smoothly and economically. He or she is responsible for making certain that necessary work is done properly and on time. An understanding of details of the business and an enjoyment of handling details are necessary.

#### 4.3. Vice President of Marketing or Marketing Manager

Few businesses can be successful without marketing their products to the customer. The individual in this slot must have both marketing and industry experience.

#### 4.4. Chief Financial Officer (CFO) or Controller

You may wish to establish two positions or combine both roles into one. The responsibility of one role is to seek money; that is, to look for investors and deal with banks, lenders, etc. This function also could be assigned to another team member, such as the CEO or the General Manager. The responsibility in the Controller role is to manage money and watch over the assets of the company. It is not uncommon to have the same individual seek money and manage money.

#### 4.5. Vice President of Production or Production Manager

Good production managers with specific industry knowledge and experience are sometimes difficult to find. In the beginning, you may subcontract some production.

#### 4.6. Key Personnel

In a small business there often are few staff people with many duties. Because some people must wear “several hats”, it is important to clearly identify the duties and responsibilities of each of the “hats”. Below is a sample outline of some of the key personnel in a business. Because the focus of businesses varies greatly, the number of key personnel and organizational structure can also vary substantially. However, most businesses will have many of the key personnel listed below. Key personnel in a value-added business and their duties include:





#### **4.6.1. Operations manager**

This individual is the leader for the operation and has overall responsibility for the financial success of the business. The operations manager handles external relations with lenders, community leaders and vendors. Frequently, this individual also is in charge of either production or marketing for the business. This person will set in motion the vision, strategic plan and goals for the business.

#### **4.6.2. Quality control, safety, environmental manager**

This is a key function in any industry and, in particular, one that deals in food products. In a small business, one person generally will be responsible for handling OSHA compliance, EPA compliance, monitoring air and water quality, product quality, training of employees in each of these areas and filing all necessary monthly, quarterly and yearly reports.

#### **4.6.3. Accountant, bookkeeper, controller**

This is another key function. The individual filling this role has the responsibility for monthly income statements and balance sheets, collection of receivables, payroll and managing the cash. The key aspect here is managing the cash.

#### **4.6.4. Office manager**

The person in this slot also may serve as human resource director, purchasing agent and “traffic cop” with salespeople and vendors. This employee, in general, will oversee everything not involved in production and may also handle some marketing duties.

#### **4.6.5. Receptionist.**

Sometimes called the “front-line” person, the receptionist handles phone calls, greets visitors, handles the mail, does the billing and performs many other tasks as required by the office manager.

#### **4.6.6. Foreperson, supervisor, lead person**

This individual is the second-in-command in the shop and will oversee production in the absence of the owner, general manager or president. This position usually will have an overall understanding of all aspects of the business and also will handle working with new employees, including setting up training and schedules.



#### **4.6.7. Marketing manager**

If finances permit, a marketing manager may be on staff to handle all aspects related to promoting and selling the product. The top management person often handles this duty in a small business.

#### **4.6.8. Purchasing manager**

Duties of this position may be filled by either or both the general manager/top management person and the office manager. The supervisor or lead person often also is involved.

#### **4.6.9. Shipping and receiving person or manager**

This may not be a full-time position in a start-up business. Someone, however, needs to be assigned the task of packaging, ordering transportation for delivery, receiving incoming material and warehousing of finished goods and stock. Several people may be involved in this, including the office manager, foreperson or accounting clerk.

#### **4.6.10. Professional staff**

Instrumental in each company, new or existing, are the firm's professional staff resources. These include an accountant (CPA), a lawyer, a computer consultant and, possibly, a local doctor or access to a medical facility. Although perhaps not outlined as full-time staff positions in your organization, these roles should be considered a part of the management team and discussed in the development of the business plan

### **4.7. Functions of Personnel Manager**

- Counsellor
- Initiating Policies
- The Advisory Role
- The Link between the Employees and the Management
- Representative Role
- Decision-making Role
- Mediator Role
- Leadership Role
- Welfare Role
- Research Role



#### **4.7.1. Counsellor**

Counseling is one of the main functions of personnel manager. As a counsellor, personnel manager discusses the problems with employees related to career, health, family, finance, social life and try to solve their problems and offer advice on how to overcome them.

#### **4.7.2. Initiating Policies**

Initiating policies is another main function of personnel manager. Initiating policies and formulating them are two important tasks of a personnel manager. He assists the senior management in creating policies pertaining to personnel management, salary administration, welfare activities, transfers, working environment, records, and appraisals.

#### **4.7.3. The Advisory Role**

In any organization, on a daily basis, line managers face a wide range of problems pertaining to personnel management. This is where a personnel manager steps in and offers advice on such matters since he is familiar with the laws and practices that surround human resources.

#### **4.7.4. The Link between the Employees and the Management**

Apart from personnel management, the personnel manager tries to maintain good industrial relation within the organization. So, he helps the trade unions in understanding the different policies of the organization. He also communicates the views and concerns of the union leaders to the senior management.

#### **4.7.5. Representative Role**

The personnel manager is also responsible to represent the company and communicate management policies which affect the people in the organization. This role is best-suited to him because he has a better overall picture of the company's operations.

#### **4.7.6. Decision-making Role**

He plays an important part in decision-making on human resources-related issues. He also formulates and designs policies and programs of personnel management.



#### **4.7.7. Mediator Role**

In case of a conflict between employees or groups of employees, a superior and a subordinate, or even the management and employees, the personnel manager plays the role of a mediator. His role is to ensure peace and harmony in the organization.

#### **4.7.8. Leadership Role**

He offers leadership and guidance to employees. Further, a personnel manager ensures effective communication in the organization and motivates employees to work towards achieving the organization's objectives.

#### **4.7.9. Welfare Role**

In most organizations, the personnel manager also acts as the welfare officer. Therefore, he ensures facilities and services like canteen, transport, hospitalization, and other employee welfare services are available to the workers.

#### **4.7.10. Research Role**

He maintains a record of all employees in the organization. He also researches various personnel areas like absenteeism, alcoholism, labor turnover, etc. Further, post-analysis, he recommends apt measures to help eradicate them to the senior management.

#### **4.8. The roles of a personnel manager are:**

- |                     |              |
|---------------------|--------------|
| ▪ Policy Initiation | ▪ Mediator   |
| ▪ Advisory          | ▪ Leadership |
| ▪ Linking-pin       | ▪ Welfare    |
| ▪ Representative    | ▪ Research   |
| ▪ Decision-making   |              |

#### **4.9. Supervisor/team leader**

In Latin super means 'over', and verdure mean 'to watch'. So, Supervisor is job of the overseer's was to ensure that whether the work was done well to required standard.

#### **4.10. Operator**

Workers that can be easily traced to individual units of product. E.g. workers who operates on knitting machine, weaving machine, spinning machines etc.



#### **4.11. Specialist support staff**

Specialist support staff is defined as a personnel who are specialized in specified area of work.



**Self-Check –4**

**Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the functions of personnel managers?(**3marks**)
2. List some personnel positions in textile industry?( **5marks**)



**Note: Satisfactory rating - 5 points**

**Unsatisfactory - below 5 points**

**Answer Sheet**

Score = _____
Rating: _____

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Questions**

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## References

- 1- "Textile". Merriam-Webster. Archived from the original on 2011-11-09. Retrieved 2012-05-25