

Human Resource Planning

M.COM PART-1

PAPER-VIII (HRM)

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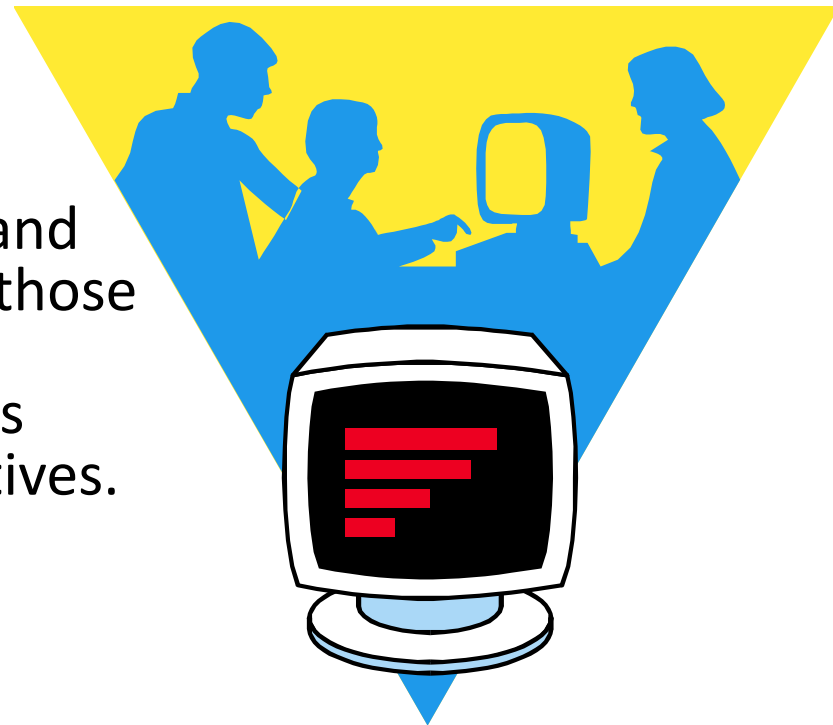
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Introduction

- **Human resource planning** is a process by which an organization ensures that
 - it has the right number and kinds of people
 - at the right place
 - at the right time
 - capable of effectively and efficiently completing those tasks that will help the organization achieve its overall strategic objectives.

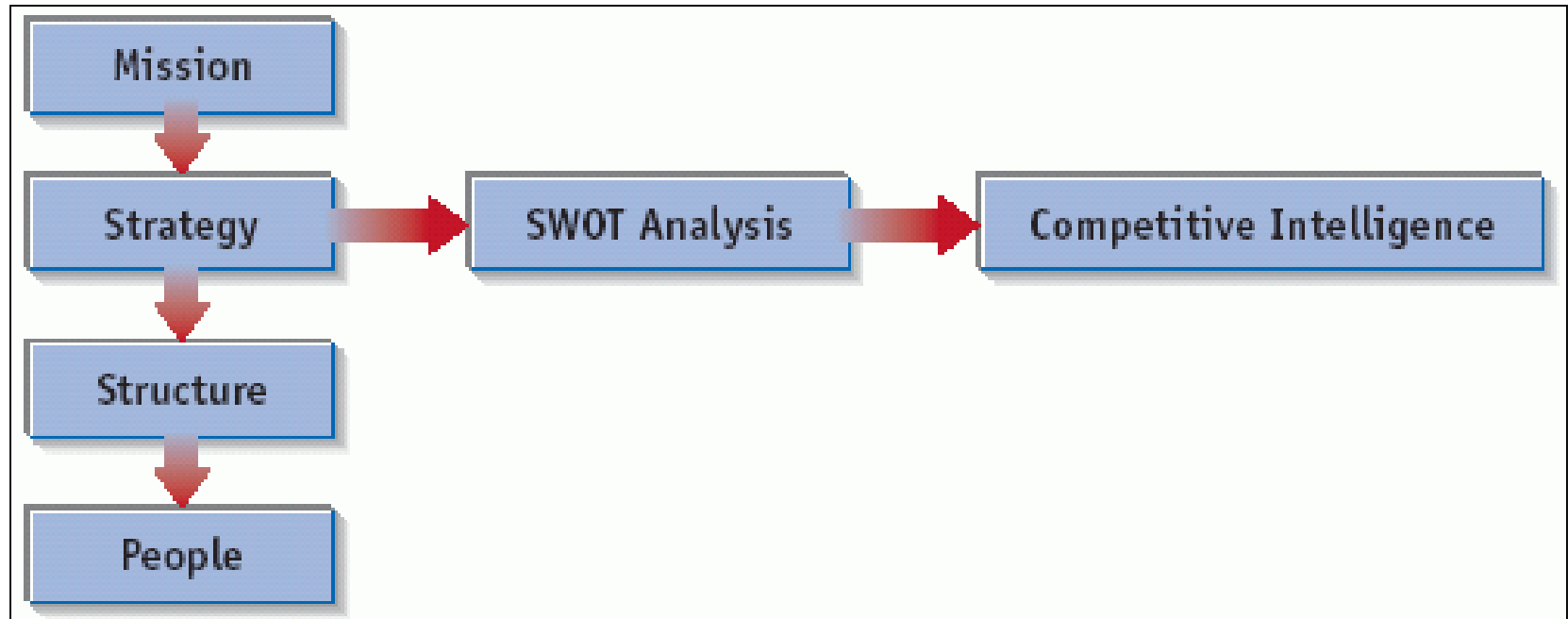


Introduction

- Linked to the organization's overall strategy and planning to compete domestically and globally.
- Overall plans and objectives must be translated into the number and types of workers needed.
- Senior HRM staff need to lead top management in planning for HRM issues.



An Organizational Framework



Linking Organizational Strategy to Human Resource Planning

- Ensures that people are available to meet the requirements set during strategic planning.
- Assessing current human resources
 - A human resources inventory report summarizes information on current workers and their skills.
- Human Resource Information Systems
 - HRIS are increasingly popular computerized databases that contain important information about employees.

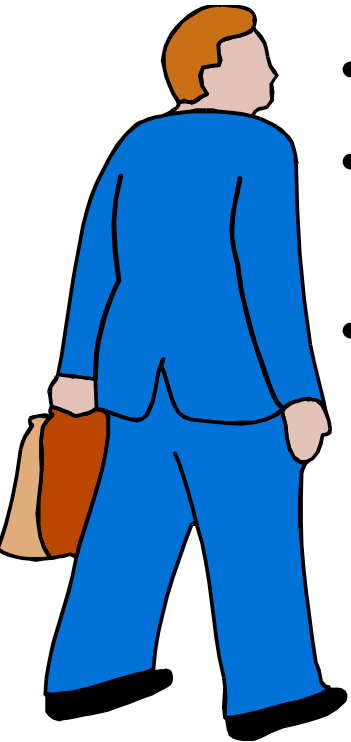


Linking Organizational Strategy to Human Resource Planning

- Assessing current human resources

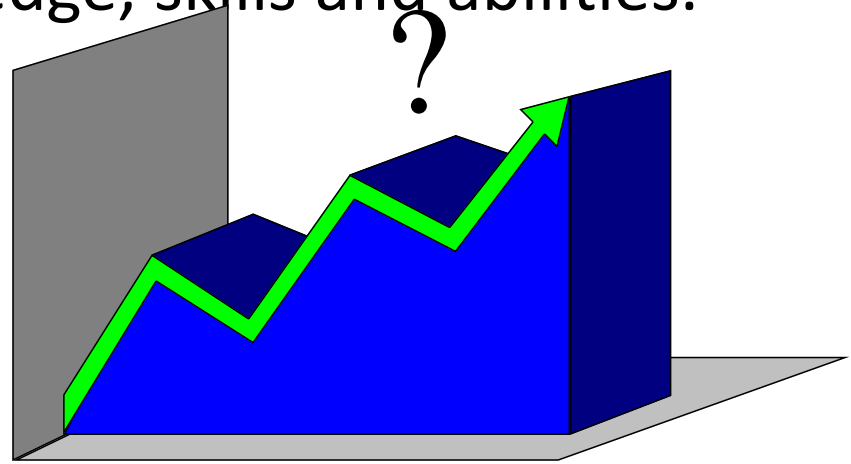
- **Succession planning**

- includes the development of **replacement charts**
 - portray middle-to-upper level management positions that may become vacant in the near future
 - lists information about individuals who might qualify to fill the positions



Linking Organizational Strategy to Human Resource Planning

- Determining the Demand for Labor
 - A **human resource inventory** can be developed to project year-by-year estimates of future HRM needs for every significant job level and type.
 - Forecasts must be made of the need for specific knowledge, skills and abilities.



Linking Organizational Strategy to Human Resource Planning

- Predicting the Future Labor Supply
 - A unit's supply of human resources comes from:
 - new hires
 - contingent workers
 - transfers-in
 - individuals returning from leaves
 - Predicting these can range from simple to complex.

Linking Organizational Strategy to Human Resource Planning

- Predicting the Future Labor Supply
 - Decreases in internal supply come about through:
 - Retirements
 - Dismissals
 - Transfers-out
 - Lay-offs
 - Voluntary quits
 - Sabbaticals
 - Prolonged illnesses
 - Deaths



Linking Organizational Strategy to Human Resource Planning

- Where Will We Find Workers
 - migration into a community
 - recent graduates
 - individuals returning from military service
 - increases in the number of unemployed and employed individuals seeking other opportunities, either part-time or full-time
- The potential labor supply can be expanded by formal or on-the-job training.

Linking Organizational Strategy to Human Resource Planning

- Matching Labor Demand and Supply
 - Employment planning compares forecasts for demand and supply of workers.
 - Special attention should be paid to current and future shortages and overstaffing.
 - **Recruitment** or **downsizing** may be used to reduce supply and balance demand.
 - **Rightsizing** involves linking staffing levels to organizational goals.

Linking Organizational Strategy to Human Resource Planning

Employment Planning and the Strategic Planning Process

