

# ***HUMAN RESOURCE MANAGEMENT***



## **UNIT 2: Human Resource Planning (part 1)**

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# Human Resource Planning(HRP)

## What is Human Resource Planning?

- The continual process of anticipating the future workforce needs of the organisation.
- Identifies the size, type, and quality of workforce needed to achieve objectives.
- Determines what mix of experience, knowledge, and skills is required.
- Sequences steps to get the right number of right people in the right place at the right time.  
*What might this involve?*



It is the process of getting the right people at the right time for doing specific job. The term “right” means requisite qualification and competency.

- HRP is a system of matching the quality of people suiting the needs of the organisation over a given time frame.
- HRP is the process by which a company ensures economical use of manpower.
- HRP is the process of determination manpower requirements in order to carry out the business plan of the organisation.
- HR planning manifests its importance as the key to managerial functions, efficient utilization, motivation, better industrial relations, and higher productivity.

# PURPOSE OF HR PLANNING

1

To maximize the use of Human Resources and ensure their ongoing development.

2

To secure the Production Capacity required to support Organizational objectives.

3

To synchronize human resources activities with the organizational objectives.

4

To increase the organization's productivity.

# Activities of Human Resource Planning

- Forecasting future manpower requirements. The forecasting is either in terms of mathematical projections of trends in the economic environment and development in industry, or in terms of judgmental estimates based upon the specific future plans of a company.
- Making an inventory of present human resources and assessing the extent to which these resources are utilised optimally
- Training, selection, development, utilization, transfer, promotion, motivation, and compensation to ensure that future manpower requirements are properly met
- Keeping manpower ready to take up responsibility when a manager in key position in any unforeseen events

# Human Resource Planning Process



# Need of Human Resource Planning

- Ensure adequate availability of manpower as and when required
- Ensure proper use of existing human resources in the organisation
- Forecast future requirements of human resources with different levels of skills
- Control the human resources already deployed in the organisation
- Anticipate the impact of technology on jobs and requirements for human resources
- Determine surplus or shortage, if any, of human resources available over a specified period of time.

# Factors Affecting HRP



## MAJOR STEPS IN HR - PLANNING

STEP

01

Assessing Human Resources

STEP

02

Demand Forecasting

STEP

03

Supply Forecasting

STEP

04

Matching Demand And Supply

STEP

05

Action Plan



# Features of Human Resource Management

- Future oriented
  - Continuous process
  - Optimum utilization of human resources
  - Right kinds and numbers
  - Determination of demand and supply
  - Related to corporate plan
  - A part of HRM System
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