

Unit 2

Human Resources Planning



Human Resources Planning

DEFINITION

Matching the available resources either internally or externally with the demand that the organization expects to have over a period of time





Objectives of Human Resources Planning

- ◆ To maintain the required quantity and quality of human resources required for a smooth functioning of the the organization
- ◆ To forecast turnover/attrition rates
- ◆ To plan to meet organizational human resource needs at the time of expansion or diversification
- ◆ To foresee the effects of technological changes on the requirement for human resources, and provide for the same
- ◆ To develop the existing human resources to match the human resources requirements of the future



Human Resource Planning at different levels

- Corporate level
- Intermediate level
- Operations level
- Planning short term activities



HRP PROCESS

- ◆ Assessing current human resources and making an inventory
- ◆ Forecasting
- ◆ Matching the inventory with future requirements
- ◆ https://www.youtube.com/watch?v=EAfVvfX72_k

Managing the forecasted demand /surplus

- ◆ Managing future demand
 - Recruitment
 - Transfers
 - Promotions





MANAGING FUTURE SURPLUS

◆ **Retrenchment**

- Termination of employee due to his or her job becoming redundant

◆ **Outplacement**

- Other employment opportunities for their displaced employees



◆ **Lay-offs**

- an act of making people unemployed because there is no more work left for them to do

◆ **Leave of absence without pay**

◆ **Loaning**

- Loan the middle/top level managers to other organizations during slack period

◆ **Work sharing**

- Two workers share the job and the salary of one



- ◆ **Reduced work hours**

- The workers agreed to be paid less and put in fewer hours of work to avoid their colleagues being retrenched

- ◆ **Early/ voluntary retirement**

- Getting rid of ageing employees and infusing fresh talent into the organization

- ◆ **Attrition**

- Separation of employees from organization
 - Resignation
 - Retirement
 - Downsizing