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Share and Get Free HR Docs The HR department in any company has several business-critical goals. These goals can only be realized when the workings of a company are consistent and transparent. HR planning processes are meticulously designed to make common HR tasks (like recruiting and attendance) easier to manage. This, in turn, helps a company to achieve the business-critical goals they originally aimed for. Simply put, Human resource planning processes are a way of introducing consistency in HR. It is usually the job of HR managers to regularly audit their processes, to make them more efficient. What are the HR Planning Process Steps? HR issues can be complicated for most companies. Many different components can confuse you, as a business owner. This can lead to ineffective decisions, and slow down business. To avoid these situations, your company must have updated and effective human resource planning processes in place. Following are the 7 key steps for managing human resources in any company: Share and Get Free HR Docs Human Resource Planning is a process used by organisations for the management of human resources working with them. This is a technique which helps in maintaining the approximate number of employees in a business organisation. Human resource planning aims at removing the gap between the current human resource capacity of business and their prospected capacity. It aims at full utilization of employees working in the organisation to achieve desired goals timely. Process of Human Resource Planning Determining Organisational Objectives Human resource planning process starts with determining the aims and objectives that organisations want to achieve. These objectives to be achieved in future are in terms of production, sales, marketing and various other expansion programmes. Clear knowledge of objectives to be achieved makes the human resources planning process easy. It helps in the estimation of the precise number of manpower needed for the performance of an organisation. Assessing present human resource capacity Once the objectives are clearly known, the next step is to analyse the current capacity of employees working in the organisation. The information regarding the current employees is assessed in terms of their skills, knowledge, experience and potential from maintained database in the organisation. It gives clear pictures of job positions in organisations and also job vacancies that may arise in future. Estimation of these vacancies helps in planning the sources from which these vacancies can be filled that may be internal or external sources. Demand and supply forecast of human resource After properly analyzing the stock of manpower, the next step is to forecast the optimum human resource capacity required for the achievement of objectives. The demand for the human resources needed at different positions and roles in future is forecasted. Different sources from where these future demands and current supply are to be met are recognized that may be internal sources and external sources. Identifying Manpower Gaps This step involves finding out current manpower supply and future manpower demand gap. It helps in finding out surplus or deficit of human resource in organisation. In case of deficit of human resources, the supply is less than demand and the organisation need to recruit more new employees. In case of surplus, supply is more than the required demand and therefore there is need to reduce the number of employees through retirement, termination, transfer etc. Formulation of Human resource Action Plan Once the manpower gaps are clearly identified, now the human resource action plan is formulated. Human resource action plan aims at removing the deficit and surplus of manpower in organisation. Accordingly as per situation plan is formulated like in case of deficit planning for hiring new employees is done. Whereas in case of surplus focus on reducing the number of employees through termination, layoff, retirement etc. is done. Training and development It involves training and development programmes for employees. Training and development programmes are meant for both newly hired employees and existing employees. This programme aims to update and improve the skills of all employees according to the various job roles and positions. It helps in meeting the current skills of employees with requisite skills for achievement of objectives. Evaluation and monitoring of manpower planning Final step in Human resource planning is monitoring and evaluation of this whole process. Here the effectiveness of whole human resource planning is checked. It involves the comparison of manpower plans with the actual implementation of these plans. This evaluation helps in ensuring that whether the deficiency and surplus of employees is fulfilled or not. In case of any unfavourable situation, appropriate measures are taken timely to overcome them. Human resources are one of the most important assets for any business organization. In order to take maximum benefit of the available human resources, an organization must have a Human Resources Planning process (HRP). Human Resources planning is a continuous process that should carry out by the Human resources department of an organization to ensure systematic planning to accomplish maximum benefits from the available human resources. The process of Human resources planning ensures the creation of the best fit of the employees to the job roles as well as to the organizational culture. This helps the organization to operate without any manpower surpluses or shortages in the organization. Seven steps can be identified in the process of human resources planning. 1. Analyze Objectives The human resources planning process starts with the identification of the objectives of the different departments in the organization. each department such as management, marketing, production, finance, sales, etc. can have different objectives and they have specific expectations related to human resources. The objectives can include recruiting new employees for the process, reducing the number of employees by automating processes or improving the knowledge and skill levels of existing employees. By analyzing the objectives of each department of the organization, the human resources planning team can identify the changes that will be necessary for the future of the organization. 2. Inventory current human resources Once the necessary changes are identified, the Human resources planning team should create an inventory of the current human resources available in the organization. This should include the current number of employees available in the organization, their capacities, capabilities, and performance abilities. This helps the human resources team to identify the methods of filling the upcoming job requirements and to create estimates for internal and external recruitments that will be necessary. 3. Forecast the demand and the supply of employees Based on the objectives of the different departments of the organization and the inventory of the available resources, the Human resources planning team can forecast the demand of the employees. Apart from that, based on the availability in the organization and the employee market, the supply of the employees should be forecasted. 4. Estimate Gaps Conducting a comparison between the demand and the supply of the employee availability can help the human resources team to identify the gaps that can arise in the foreseeable future. The gaps can arise as employment deficits as well as employment surpluses. Employment deficits indicate the number of employees that need to be recruited and the employment surpluses indicates the job terminations or transfers between departments. Apart from that, the gaps can be used as an indication of the training and development requirements for the employees. 5. Formulate Plan Once the employment gaps are estimated, the Human resources planning team should formulate a plan for the recruitment, training, development, termination, interdepartmental transfers, promotion, or early retirement of employees based on the requirements of the organization. The employment plan can vary based on the deficit or the surplus estimated in forecasting the demand and supply stage. 6. Implement Plan Once the human resources plan is formulated, the human resources department should implement the plan in the organization. This should be aligned with the goals and objectives of the organization as well as the goals and objectives of each department of the organization. 7. Monitor, Control, and feedback Once the human resources plan is implemented, the plan should be monitored continuously to ensure the alignment of the plan to the objectives of the departments. The necessary controls should be put in place and the feedback at each level should be obtained to measure any defects in the implemented human resources plan. The necessary changes should be implemented according to the feedback obtained in the ongoing process in order to make the human resources plan a success.

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