

# Human Resource Planning

## Chapter : 3



1. **Human resource planning concepts**
2. **Human resource planning process**
3. **Succession planning**
4. **Human Resource Short-Term and Long-Term Planning**
5. **Benefits of Human Resource Planning**



# Learning objectives

1. Explain the meaning of human resource planning.
2. Explain the concept of human resource planning.
3. Describe the human resource planning process.
4. Explain succession planning.
5. Describe short-term and long-term human resource planning.
6. Explain the benefits of human resource planning.



# Human resource planning concepts

## Definition of Human Resource Planning

- It is the process of forecasting the needs and responding to the human resource needs of the organization in a systematic way.
- For the organization to have human resources in the amount qualifications and time required
- To support the organization to succeed in operating according to its strategic objectives.

## **The importance of human resource planning**

In order to properly allocate human resources in the organization, and suitable for both short-term and long-term plans. Including the personnel are sufficient for the position, and qualifications suitable for the job with that person make the work in the organization systematically. Make the organization have satisfactory productivity and reduce conflicts.

# Human resource planning concepts

## Objectives of Human Resource Planning

- 1) To prevent situations where the number of employees is not consistent with the needs of the organization.
- 2) To ensure the organization has the right employees in terms of qualifications, skills and time.
- 3) To build confidence in the organization in responding to changes in the environment.
- 4) To determine the direction and coordination of human resource activities.
- 5) To create a common understanding between human resources and other operations.

# **Reasons why human resource planning is needed**

**1. Expansion/reduction of the size of the organization** Business operations, if the company is successful, will expand. The number of personnel in various positions must be planned. But if the business fails, it is necessary to reduce the size of the organization. The number of personnel must be planned to suit the business conditions.

**2. Technological changes** Personnel involved in changing technology There must be both direct and indirect impacts. Knowledge of technology must be provided. or adjust the number of personnel to suit the change

# **Reasons why human resource planning is needed**

**3. Academic progress Academic related personnel must educate about academic progress to have knowledge and understanding appropriately**

**4. The quality of personnel in the organization Must study and analyze the quality of personnel. Be ready to prepare for various changes. to happen**

**5. Retirement/Promotion/Relocation How many retired personnel must be analyzed each year? How many promotions or transfers will there be? in order to avoid the problem of shortage or replacement of personnel.**



# Reasons why human resource planning is needed

6. Economic expansion/recession Must consider the economic factor.

What is the trend? Will there be expansion or recession?



# Human resource planning concepts

## Types of Human Resource Planning

### Grade

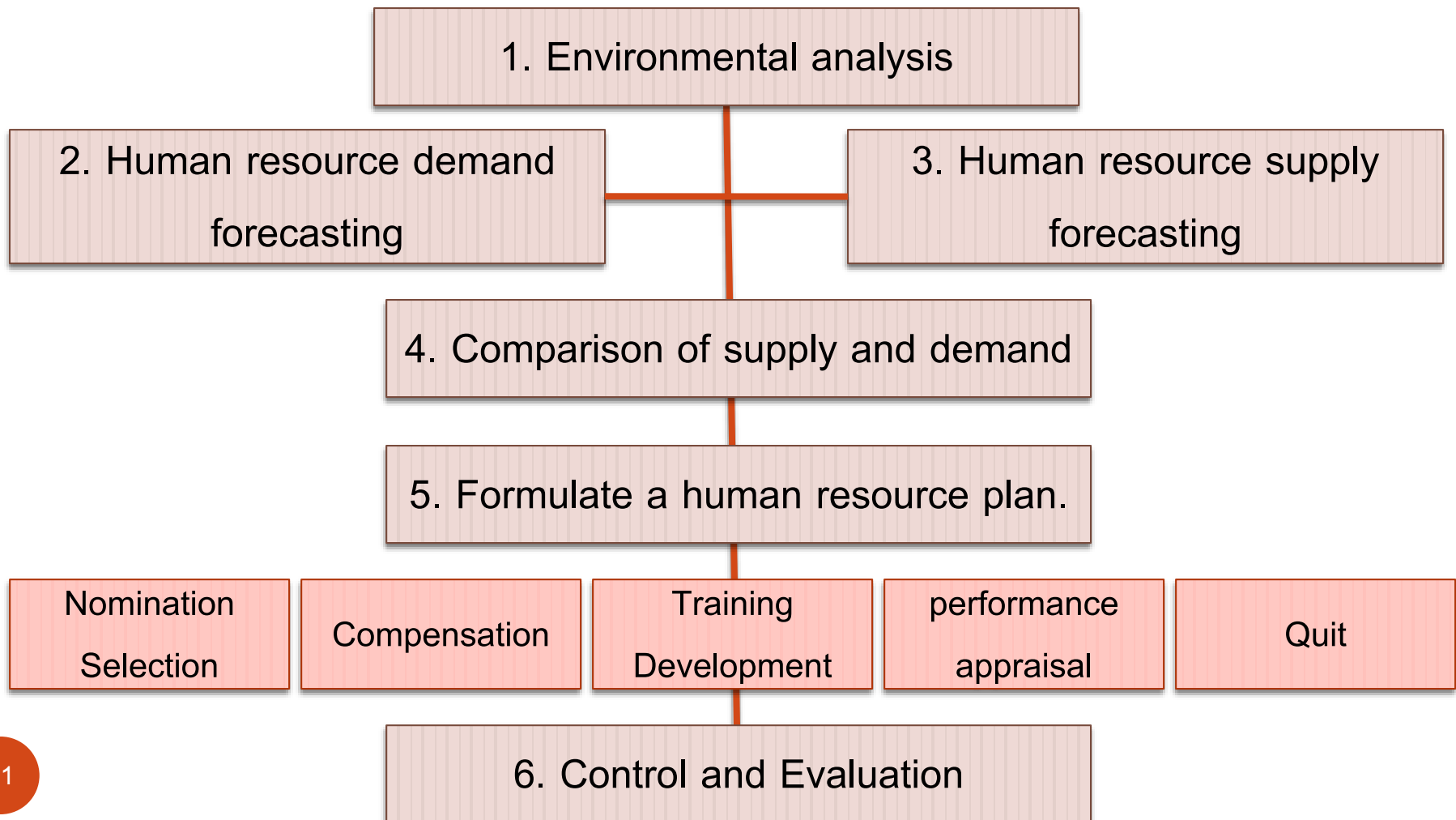
- consolidated planning
- succession planning

### Period

- long term planning
- short term planning

# Human resource planning process

## Steps in the Human Resource Planning Process



# **The heart of human resource planning**

- **Put the Right man on a Job :**

**The number of people suitable for the organization**

- **On the Right Job : qualified for the job**
- **At the Right time : Manpower must be ready at all times.**

# Succession planning

## • Succession planning process

- 1) Determination of key positions of the organization
- 2) key positions of the organization in general
- 3) Positions that often face difficulties in recruiting replacements
- 4) designation of successors
- 5) Consider the person the organization believes can be successful in that position in the future.
- 6) succession development planning
- 7) Set a clear development path. with additional educational job rotations special assignments

# Human Resource Short-Term and Long-Term Planning

## Recruitment and selection

Recruitment and selection planning for the organization to have candidates with knowledge best ability Be a vacant position within the desired time. It is often prepared in the form of a short-term action plan or general operating procedure.

Important information for recruitment and selection planning are as follows:

- Nomination Policy
- Job description and specific qualifications for the position.
- Selection process and method
- Processing time for recruitment and selection
- The ratio of applicants who passed the selection process at each stage

# Human Resource Short-Term and Long-Term Planning

## Training and development process

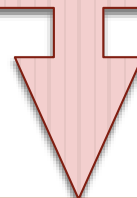


# Human Resource Short-Term and Long-Term Planning

## Training and Development Plan

### 1. Training and development plan of the organization

- Technical Program
- Participative Management Program
- Safety / Environment Program
- Languages Program
- Computer Program



### 2. Individual employee training and development plan



# Human Resource Short-Term and Long-Term Planning

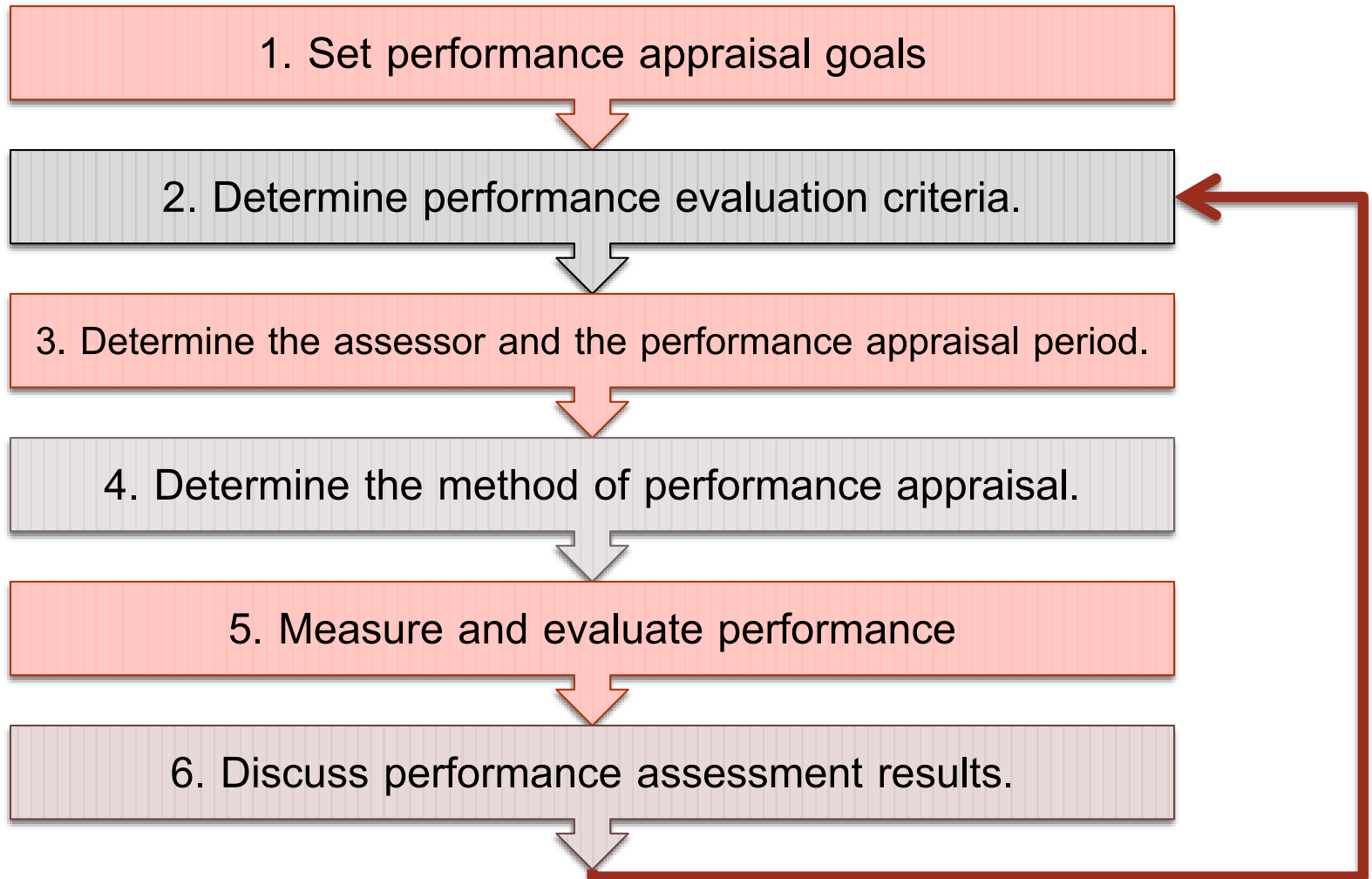
## Performance appraisal

It is a process to measure the performance value of human resources over a specified period of time, both in terms of performance and development potential.

To make decisions on various matters about human resources, for example compensation training and development promotion, resignation, etc.

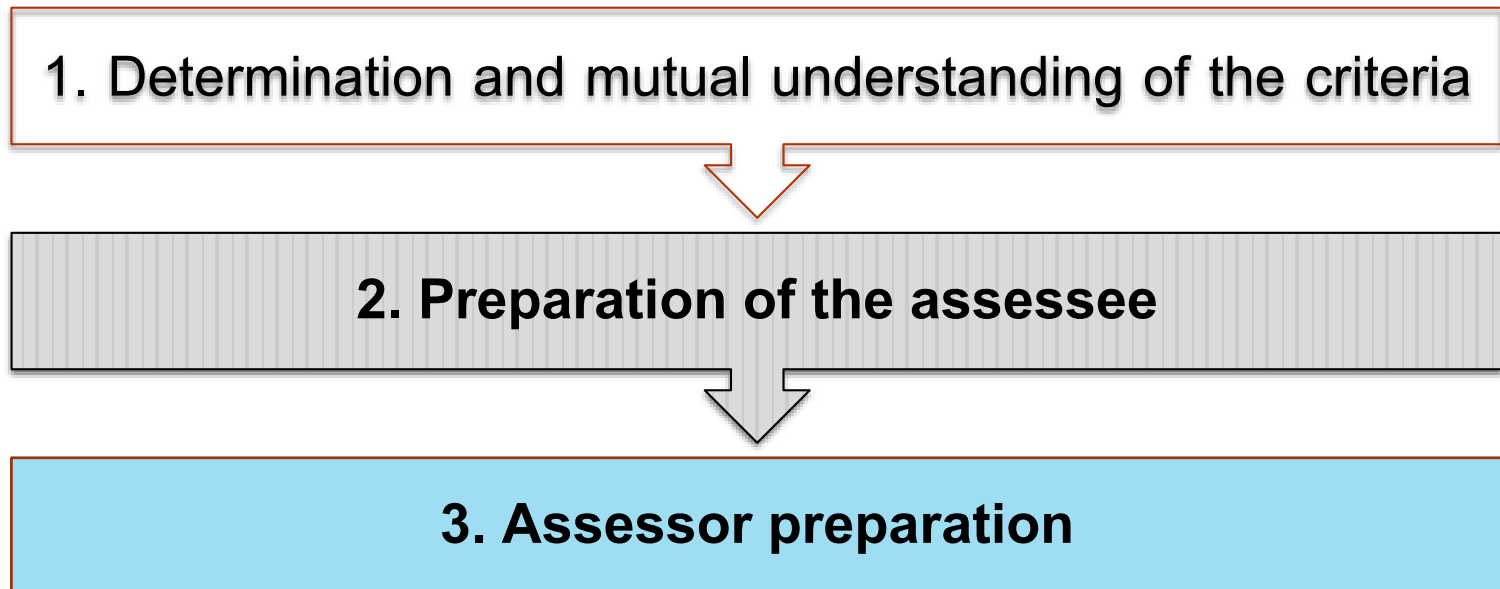
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## Performance appraisal process



# Human Resource Short-Term and Long-Term Planning

## Performance appraisal plan



# Human Resource Short-Term and Long-Term Planning

## Compensation management



### Compensation



#### Basic compensation

- wages
- salary

#### Compensation Incentive

- Bonus
- profit share
- Sales commission

#### Benefits

- medical expenses
- Life and health insurance
- Wages on leave
- Flexible working hours

# Human Resource Short-Term and Long-Term Planning

## Basic compensation

Is direct compensation in the form of money Employees receive a steady amount of regular work in the form of wages or salaries. It is established step by step :

- 1) The structure of the position of the organization that may have positions of various levels and lines of work.
- 2) Compensation analysis within the organization
- 3) external compensation survey
- 4) Compensation Structuring

# Human Resource Short-Term and Long-Term Planning

## Incentive compensation

is direct compensation in the form of money Employees receive an amount that varies according to their performance, divided into 2 levels :

1. Micro Level consists of individual incentive compensation. and as a group or team.
2. Macro level includes incentive compensation at the business unit or factory level. and organization level.

# Human Resource Short-Term and Long-Term Planning

## Benefits

Indirect remuneration, both monetary and non-monetary affecting the morale and morale of employees, divided into 3 categories

1. Benefits prescribed by law
2. Benefits provided by employers voluntarily
3. Benefits arising from negotiations

# Human Resource Short-Term and Long-Term Planning

## Dismissal of employees

It is a restructuring and reducing the size of the organization. to maintain the ability to face rapidly changing environments As a result, there are human resources in excess of the demand and it is necessary that some employees eventually leave their jobs.



# Human Resource Short-Term and Long-Term Planning

## Alternatives to employees leaving their jobs

- 1) Cost Reduction By using economical measures in everything from basic expenses to administrative expenses.
- 2) Employee efficiency development by improving employees to work more efficiently
- 3) Fixing the hiring rate by not hiring new employees

# **Benefits of Human Resource Planning**

1. Helping the organization to plan for the development of human resource utilization for maximum benefit, helping human resource activities and future organizational goals to be consistent.
2. Assist in human resource activities in a systematic and continuous relationship.
3. Efficient hiring of new employees.

## Limitations in Human Resource Planning

- Executives do not give importance to future practices.
- All parties involved do not cooperate.
- Politics in the organization.
- The organization does not give importance to the human resource information system.
- Lack of good responsibility of the human resource management department.

