

Meaning and Nature of Human Resource Planning

- Human resource planning determines the movement of the organization from the present human resource position to the anticipated one.
- It is a process which determines and assures the required number and kind of people at proper time and at proper places to accomplish the organizational objectives.
- The human resource planning is a continuous process of searching the right kind and number of people at right time and at right places, to perform in the organization bringing benefits to the enterprise and individuals.
- The human resource planning should be in tune with the overall planning of the organization.
- A properly implemented human resource planning leads to improvement in productivity and helps in attaining enterprise goals.
- It also helps in minimizing labour turnover.
- Human resource planning enables management in placing right people in right positions and at right time. This is possible if the human resource department is well integrated into the organization's functioning and is given a free hand to play its role.
- Human resource planning is the decision making process regarding procurement, development, compensation, information, welfare, appraisal and safety of human resources.
- It is a process of visualizing the organizational plans and objectives into a reality by providing quantitative and qualitative human resource requirements through their proper utilization.
- The formulation and choice of human resource planning depends upon the type and kind of organization. It may prefer short term or long-term, flexible or rigid human resource planning. It mostly depends in turn upon the strategy adopted by the organization.

Objectives and Importance

The objectives of HR planning are as follows:

1. Provide Information

The information obtained through HRP is highly important for identifying surplus and unutilized human resources. It also renders a comprehensive skill inventory, which facilitates decision making, like, in promotions. In this way HRP provides information which can be used for other management functions.

2. Effective Utilizations of Human Resource

Planning for human resources is the main responsibility of management to ensure effective utilization of present and future manpower. Manpower planning is complementary to organization planning.

3. Economic Development

At the national level, manpower planning is required for economic development. It is particularly helpful in the creating employment in educational reforms and in geographical mobility of talent.

4. Determine Manpower Gap

Manpower planning examine the gaps in existing manpower so that suitable training programmes may be developed for building specific skills, required in future.

5. To Forecast Human Resource Requirements

HRP to determine the future human resource needed in an organization. In the absence of such a plan, it would be difficult to have the services of the right kind of people at the right time.

6. Analyze Current Workforce

HRP volunteers to assist in analyzing the competency of present workforce. It determines the current workforce strengths and abilities.

7. Effective Management of Change

Proper HR planning aims at coping with severed changes in market conditions, technology products and government regulations in an effective way. These changes call for continuous

allocation or reallocation of skills evidently in the absence of planning there might be underutilization of human resource.

8. Realizing Organizational Goals

HRP helps the organization in its effectively meeting the needs of expansion, diversification and other growth strategies.

Some other HRM planning objectives:

1. To forecast the future needs of human resources.
2. To ensure fuller and effective utilization of existing human resources.
3. To ensure that necessary manpower is available as and when required.
4. To relate human resource planning with the organizational planning.
5. To estimate the surplus or shortage of human resource in the organization at any given time.
6. To get information about the manner in which the existing personnel are deployed, the kind of skills needed for various jobs, and manpower requirements over a specified period of time in relation to the organizational goals.
7. To anticipate the impact of technology on jobs and human resources.
8. To determine the levels of recruitment and training.
9. To estimate the cost of labour force and its housing requirements.
10. To provide a basis for management development programme.
11. To meet the needs of expansion and diversification programmes.
12. To increase the labour productivity and thereby reduce the labour costs.

IMPORTANCE OF HRP

1. Human resource planning meets the organization need for right type of people in right number at right times.

2. By maintaining a balance between demand for and supply of human resources, human resource planning makes optimum use of human resources, on the one hand, and reduces labour cost substantially, on the other.
3. Careful consideration of likely future events, through human resource planning might lead to the discovery of better means for managing human resources. Thus, foreseeable pitfalls might be avoided.
4. Manpower shortfalls and surpluses may be avoided, to a large extent.
5. Human resource planning helps the organization create and develop training and succession planning for employees and managers. Thus, it provides enough lead time for internal succession of employees to higher positions through promotions.
6. It also provides multiple gains to the employees by way of promotions, increase in emoluments and other perquisites and fringe benefits.
7. Some of the problems of managing change may be foreseen and their consequences mitigated. Consultations with affected groups and individuals can take place at an early stage in the change process. This may avoid resistance for change.
8. Human resource planning compels management to assess critically the strength and weaknesses of its employees and personnel policies on continuous basis and, in turn, take corrective measures to improve the situation.
9. Through human resource planning, duplication of efforts and conflict among efforts can be avoided, on the one hand, and coordination of worker's efforts can be improved, on the other.
10. Last but not means the least, with increase in skill, knowledge, potentialities, productivity and job satisfaction, organization becomes the main beneficiary. Organization is benefitted in terms of increase in prosperity/production, growth, development, profit and, thus, an edge over its competitors in the market.