

NO.	TITLE		
1.	Subject	Human Resource Planning	
2.	Subject Code	DHRM 201	
3.	Status	Major	
4.	Credit Hours	3	
5.	Semester	Semester 2, Year 1	
6.	Objectives	<ul style="list-style-type: none"> To give an overview of the scope and function of a human resource planning. To identify the human resource planning is one of the fundamental strategic roles of the HR function and that makes a major contribution to developing the resource capability of the firm and therefore its strategic capability by systematically reviewing the firm's strategic objectives. 	
7.	Learning Outcome	<p>At the end of the lesson, the student will be able:</p> <ul style="list-style-type: none"> to ensure that they are aware of the strategic plans of the business and can provide advice on the human resource implications; prepare relevant and practical resource plans and strategies for retaining people; to point out to management the strengths and weaknesses of the human resources planning in the organisation; to be aware of the scope to deal with future requirements by introducing various forms of flexibility; to understand the extent to which quantitative assessments of the future demand for and supply of people may be feasible and know the methods that can be used to prepare such forecasts; To understand the human resource activities to the business and demonstrate their value to the organisations such as influence productivity, quality of work life, competitive advantages and flexibility. 	
8.	Synopsis	<ul style="list-style-type: none"> This subject encourages students to develop their knowledge of human resource planning for retaining people based upon an understanding of the internal and external environment of the organisation. Thus human resource planning is focusing on the acquisition and development of the human capital required by the organisation. 	
9.	Syllabus and Contact Hours	Syllabus	Contact Hours
		1. The Role of Human Resource Planning <ul style="list-style-type: none"> Definition Human resource planning Hard and soft human resource planning Human resource planning and manpower planning Limitations of human resource planning 	9

		2. Estimating Future Human Resource Requirements <ul style="list-style-type: none"> • Demand forecasting • Managerial or expert judgement • Ratio trend analysis • Work study analysis • Forecasting skill and competence requirements • Supply forecasting • Analysing demand and supply forecasts 	9
		3. Labour Turnover <ul style="list-style-type: none"> • Methods of measurement • Reasons for turnover • The cost of labour turnover • Benchmarking labour turnover • 	8
		4. Human Capital <ul style="list-style-type: none"> • Definition • Intellectual capital • Measuring human capital • The practical implications of human capital theory 	8
		5. Job Analysis <ul style="list-style-type: none"> • Definitions • Products of job analysis • Job analysis methods • Job analysis and HR activities • Stages in the job analysis process • Potential problem with job analysis 	8
		TOTAL	42
10.	Main Reference	Mondy, R. W., Noe, R. M., & Premeaux, S. R. (2001). <i>Human Resource Management</i> (7 th ed.). New Jersey: Prentice Hall.	
11.	Additional Reference	Armstrong, M. (2006). <i>A Handbook of Human Resource Management Practice</i> (10 th ed.). London: Kogan Page. Yong, Alex K. B. (1996). <i>Malaysian Human Resource Management</i> . Kuala Lumpur: Malaysian Institute of Management.	