

Week 2

Manpower planning

Manpower Planning

- Planning is nothing but using the available assets for the effective implementation of the production plans.
- After the preparation of the plans, the people are grouped together to achieve organizational objectives.
- Planning is concerned with coordinating, motivating and controlling of the various activities within the organization. Time required for acquiring the material, capital and machinery should be taken into account.
- Manager has to reasonably predict future events and plan out the production. The basic purpose of the management is to increase the production, so that the profit margin can be increased.

Advantages of manpower planning

- Manpower planning ensures optimum use of available human resources.
- It is useful both for organization and nation.
- It generates facilities to educate people in the organization.
- It brings about fast economic developments.
- It boosts the geographical mobility of labour.
- It provides smooth working even after expansion of the organization.
- It opens possibility for workers for future promotions, thus providing incentive.
- It creates healthy atmosphere of encouragement and motivation in the organization.
- Training becomes effective.
- It provides help for career development of the employees

Steps in Manpower planning

- Predict manpower plans
- Design job description and the job requirements
- Find adequate sources of recruitment.
- Give boost to youngsters by appointment to higher posts.
- Best motivation for internal promotion.
- Look after the expected losses due to retirement, transfer and other issues.
- Seek for replacement due to accident, death, dismissals and promotion.

Factors which affect the efficiency of labour

- Inheritance: Persons from good background are bound to work professionally. The quality and rate of physical as well as mental development, which is dissimilar in case of different individuals, is the result of genetic differences.
2. Climate: Climatic location has a definite effect on the efficiency of the workers.
 3. Health of worker: Worker's physical condition plays a very important part in performing the work. Good health means a sound mind in a sound body.
 4. General and technical education: Education provides a definite impact n the working ability and efficiency of the worker.

5. Personal qualities: Persons with dissimilar personal qualities bound to have definite differences in their behaviour and methods of working. The personal qualities influence the quality of work.
6. Wages: Proper wages guarantees certain reasons in standard of living, such as cheerfulness, discipline, etc. and keep workers satisfied. This provides incentive to work.
7. Hours of work: Long and tiring hours of work exercise have bad effect on the competence of the workers.

Downsizing of manpower

Downsizing of manpower gives the correct picture about the number of people to be employed to complete given task in the predetermined period.

It is used for achieving fundamental growth in the concern.

It can work out the correct price by the resource building or capacity building. It aims at correct place, correct man on a correct job.

Thus manpower planning is a must to make the optimum utilization of the greatest resource available i.e. manpower for the success of any organization.