

# DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

## SCHOOL OF COMMERCE & MANAGEMENT

### M.B.A. SEMESTER – IV (SPECIALIZATION) (HR)

#### 1. HR PLANNING

Sr. No.	Unit
1	<p>Introduction to HRP, Relationships between HRM, HRD, HRP</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Need for HRP</li> <li>• Levels of HRP</li> <li>• Relationship between HRM, HRD, and HRP.</li> <li>• Hard vs. Soft HRP</li> <li>• Conclusion</li> <li>• Keywords</li> <li>• Exercise</li> </ul>
2	<p>HRP and corporate objectives</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Definition of HR Planning</li> <li>• Nature of HR Planning</li> <li>• Corporate Objectives</li> <li>• Importance of HR Planning in the Corporate Strategy</li> <li>• Objectives of HR Planning</li> <li>• Determinants of HR Planning</li> <li>• Importance of HR Planning</li> <li>• Barriers to HR Planning</li> <li>• Key words</li> <li>• Exercise</li> </ul>
3	<p>HR planning: tools and techniques, types, components</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Tools and Human Resource Planning</li> <li>• Forecasting Techniques in Human Resource Planning</li> <li>• Types of Human Resource Planning</li> <li>• Components of Human Resource Planning</li> <li>• Conclusion</li> <li>• Key words</li> <li>• Exercise</li> </ul>

4	<p>HRP: process and methods</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Determining of the objectives of human resources planning</li> <li>• Making current manpower inventory</li> <li>• Forecasting demand &amp; supply of Human Resource</li> <li>• Analyzing the man power gaps</li> <li>• Employment plan / Action plan</li> <li>• Training &amp; Development</li> <li>• Appreciable of manpower planning</li> <li>• Process</li> <li>• Averment Analysis</li> <li>• Determining HR objective &amp; Politicizes</li> <li>• Human Resource Forecast</li> <li>• Action plan</li> <li>• Control evolution</li> <li>• Method</li> <li>• Assess your current human resources capacity</li> <li>• Forecast future HR requirements</li> <li>• Identify HR gaps</li> <li>• Integrate the plan with you</li> <li>• Organization's overall strategy</li> <li>• Exercise</li> </ul>
5	<p>HRP model (steps in HRP)</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning</li> <li>• Process</li> <li>• Importance</li> <li>• Keywords</li> <li>• Examples</li> <li>• Exercise</li> </ul>
6	<p>HR planning at different levels</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• National Level</li> <li>• Sectorial Level</li> <li>• Industry Level</li> <li>• Unit Level</li> <li>• Department Level</li> <li>• Job Level</li> <li>• Exercise</li> </ul>
7	<p>Strategies for HR planners</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Steps to Develop HR Strategic Plan</li> <li>• Components of HR Strategic Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Implementation of HR Strategy</li> <li>• Best Practices for Effective HR Planning</li> <li>• Measuring and Assessing HR Capacity</li> <li>• Forecast HR Requirements</li> <li>• Talent Strategy</li> <li>• Importance of Comprehensive Talent Strategy</li> <li>• Benefits of Talent Strategy</li> <li>• Components of Talent Strategy</li> <li>• Developing a Talent strategy</li> <li>• Exercise</li> </ul>
8	<p>HR forecasting</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Meaning</li> <li>• Key concepts of HR Forecasting</li> <li>• Importance of HR Forecasting</li> <li>• Workforce planning and management by HR forecasting</li> <li>• Time Duration of HR Forecasting</li> <li>• Types of HR forecasting</li> <li>• Steps in the HR forecasting process</li> <li>• Tools and technologies for HR forecasting</li> <li>• Barriers or limitations of Human Resource Planning</li> <li>• Labour Supply and Demand</li> <li>• Challenges of HR Forecasting</li> <li>• Difference between HR Planning and HR Forecasting</li> <li>• Methods of HR Forecasting</li> <li>• Best Practices for Effective HR Forecasting</li> <li>• The Future of HR Forecasting</li> <li>• Exercise</li> </ul>
9	<p>HRIS human resource information system</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Evolution of HRM and HRIS</li> <li>• Definition and Meaning</li> <li>• Objectives of HRIS</li> <li>• Different Functions of HRIS</li> <li>• HRIS Implementation</li> <li>• Challenges of HRIS Implementation</li> <li>• Steps of HRIS Implementation</li> <li>• Types of HRIS</li> <li>• Advantages and Disadvantages of HRIS</li> <li>• HRIS security and Privacy</li> <li>• Best Practices for HR Data Security</li> <li>• Exercise</li> </ul>
10	Factors affecting HRP and guidelines for making HRP effective

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|  | <ul style="list-style-type: none"><li>● Introduction</li><li>● Definition</li><li>● Meaning and need</li><li>● Aim of Human Resource Planning</li><li>● Process of Human Resource Planning (HRP)</li><li>● Uses of Human Resource Planning (HRP)</li><li>● Examples of Human Resource Planning (HRP)</li><li>● Factors affecting Human Resource Planning</li><li>● Importance of Human Resource Planning</li><li>● Tools used for HR planning</li><li>● Exercise</li></ul> |
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