

A RESEARCH PAPER ON HUMAN RESOURCES PLANNING, PROCESS AND DEVELOPING

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ABSTRACT

The present work addresses in a clear and simple way, the management of human resources in service organizations where staff is relevant to the achievement of policies, goals and objectives. they provide the creative and productive spark and are essential for organizational success. The paper is related to career development and the stages of a career program. It reflects on the evolution of the individual's work over time, emphasizing the stages: exploration (attempt of new roles), establishment, maintenance and descent, demarcating activities by stages of development, their relationship with the chronological age of the individual and the relative level of participation and influence, associated with each stage.

Keywords: Human resources, management and planning, human resource processes, developing and training, and key factors of HRM

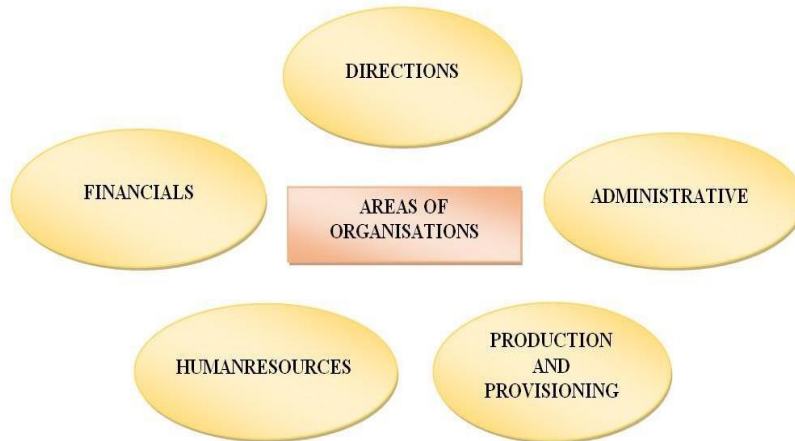
INTRODUCTION

The organisation is the place where a certain group of people carry out a series of activities in a coordinated manner and in accordance with a certain hierarchical structure in order to achieve objectives (Zakirova and Gimadiev, 2019). In a company, a series of resources (human and material) are used in an organized and structured way to achieve results (produce goods or provide services). The creation of the organizational structure of the company requires identifying what are the tasks that must be developed to achieve the product or service offered and coordinate them properly to achieve the desired result (Bagheri, 2016). This coordination implies establishing relationships between the different parties to ensure that the organization functions in an appropriate manner. In the structure of the organization, these aspects must be considered:

1. **Complexity:** Organizational complexity refers to the number of hierarchical levels, the degree of division of labour and the geographical dispersion of the company.
2. **Normalization:** Standardization refers to the number of internal rules, rules and procedures in an organization.
3. **Directions:** The management function is responsible for coordinating the technical, human, financial and material resources of the company in order to focus them towards the achievement of the proposed objectives. The management function encompasses the tasks of planning, organization, coordination and control (Shah, 2018).
4. **Financial:** It is responsible for obtaining and managing the financial resources necessary for the operation of the company and for making investments.
5. **Production and supply:** It is responsible for the supply of raw materials and the process of their transformation into final products, sometimes including their storage (Oke and Kefas, 2019). It

covers the set of activities that are developed to create and design the products or services that the company offers in the market.

6. **Administrative:** Performs the necessary procedures for the operation of the company and manages its support processes (administrative, accounting, and legal).
7. **Commercial:** It detects the needs of the market and implements the most appropriate policies and practices to sell the product



FACTORS TO BE VALUED OF HR

All kinds of situations without losing your temper or letting them influence excessively:

- Integration into the company: Another important factor is knowing how to respect the structure of the organization.
- Strategy development: A good employee should be able to develop the proposed strategies, both their own and organizational.
- Group acceptance: Knowing how to work in a team and create a good work environment is essential for companies to consider it employable.
- Business culture: For you to be considered employable, it is important that you know and accept the business culture of the company where you work or intend to do so.
- Ability to listen: It is important to know how to listen, accept and internalize concepts.
- Respect schedule: An employable person must be punctual and respect the schedules.
- Responsibility: For a human resources department to consider it employable, you need to know how to accept and face responsibilities.
- Good executor: Whenever you are assigned tasks, you must be careful and execute them correctly.
- Personal care: Another employability factor for a company is personal care, both mental and physical and hygiene.
- The process of human resources management: an approach to expatriates
- Human Resources Planning Process

HUMAN RESOURCE PLANNING, PROCESS AND DEVELOPING

Human resources management refers to the direction of human talent that makes up the organization. "It is the administrative function through which managers recruit, select, train and develop the members of the organization." According to Akey and Antwi (2017), the human resources management process comprises six basic activities.

For this stage, an analysis is carried out that involves factors such as current and projected needs of individuals, possible vacancies, expansions, and mergers (Kovačević and Mladenović, 2018). Likewise, the external company must be analysed in order to know the labour market in general, needs that will be presented in the medium and long term. When planning human resources, it is necessary to take into account the characteristics that company templates usually present today, which are usually made up of three levels:

- Core (Fixed Workers), the company obtains functional flexibility from these workers
- Peripheral Nucleus (Temporary Workers), the company obtains from these workers the numerical flexibility required to maintain its competitiveness
- Subcontracting (Outsourcing), a third more external level, which is becoming increasingly important, formed by those functions and activities that are subcontracted, either to other companies or to self-

RESULTS

The results revealed from this research is that planning is one of the functions entrusted to human resources management and it by its nature interacts with the internal community "the institution" and the external community "the public", which are decisions aimed at predicting the future, dealing with developments, and developing a perception of alternatives and precautions, planning is that process by which to provide Human resources with required specifications and in line with work needs at the lowest cost, dependent on monitoring and evaluation.

Planning for human resources does not fall into the trap of the deficit or the surplus box for the actual need, as we see that some departments suffer enormous pressure in the work as a result of the limited number of employees, which prevents them from achieving their goals, while we find other departments complaining about their surplus, in other words the concept of planning for the forces The worker involves the following:

1. Estimate the needs of the institution's workforce according to the disciplines and actual needs, and define ways to secure these needs to enable the organization to achieve its goals and implement its activities efficiently and effectively.

Planning requires forecasting the organization's labor needs and collecting and analyzing information

CONCLUSION

In the area of human resources, personnel planning is the process of making the consistency and quality of human resources consistent with the corporate mission. Reflection on the real business needs in the personnel sector constitutes the "soul" for the establishment of personnel planning. The human resource management system is the main tool through which companies try to align the organization and people with business strategies. So "predicting and providing" become the keywords to successfully face this process. Human resource planning is of great importance to allow us to react in time to the changing needs of each company market, keeping the company competitive, healthy and easier to manage.

Training and work provide people with a means of subsistence, the skills of workers facilitate productivity and innovation in companies. The Global Human Capital Index presented in the Global Human Capital Report of the World Economic Forum aims to provide a holistic assessment both current and planned of the human capital of a country in its entire population. It allows effective comparisons between regions, generations and groups according to income

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