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Course Name : Human Resource Management

Administration (BBB)

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ASSIGNMENT **Rejected/Not** **Allowed.**

Reasons for Rejection:

1. PAPER REQUIREMENTS:

The document must be on pure white A4 size J K Bond Type paper with a minimum of 70 GSM.

2. PAPER COLOUR: The current greyish colour makes it challenging to read after scanning.

3. REVERSE SIDE NO WRITING: Writing on the reverse side of the sheet affects **CLARITY. Please write on one side of the sheet only.**

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1. d

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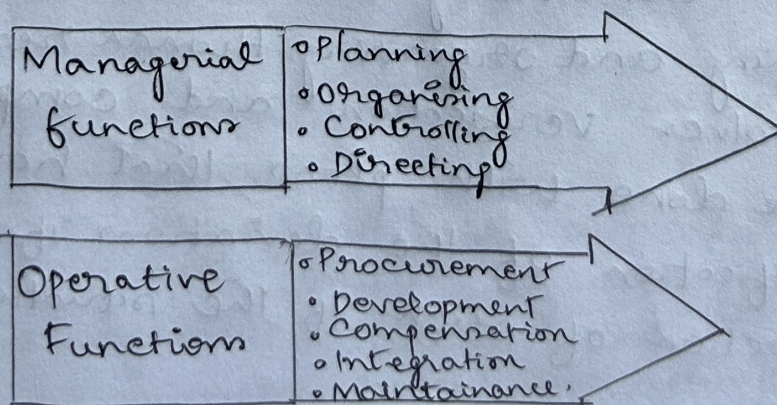
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2. Des

functions of human resource management?

Ans:-



I. Managerial Functions:

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1. Planning:

It refers to pertaining to formulating strategies for personal programs and changes in advance that will contribute to the organisation's goals. It is also inclusive of various forecasting programs for an organisation.

2. Organizing:

From the point of view of human resource management organisation essentially requires carrying out a course of action. Since manpower planning and human relations involves complex relationships that exist between the various department and people organising plays a vital role in HRM.

3. Directing:

After planning and organizing the next logical sequence of operation would be directing. The major functions of a personnel department at any level would be to motivate command and lead the people toward the organization's goals.

4. Controlling:

Controlling comes into existence after planning and organizing human resource activities. It involves verification and comparison of work done with plans that have been made, identification of the deviation if any, and correction of such if the situation call for it.

11. Operative Functions:

1. Employment:

The primary function of HRM from an operating point of view refers to the employment of people for different requirements of the organization. Employment refers to all the activities right from manpower planning, job analysis, recruitment, selection, placement, induction, orientation and internal mobility.

2. Human Resource Development:

Once the employees are recruited to the organization, there has to be constant thrust in improving the quality of employees concerning skill development, creative abilities, aptitude, attitude etc.

3. Compensation & Reward:

This refers to the process of providing equitable and fair remuneration to the employees. Compensation does not refer only to monetary rewards, but it also includes various other factors such as fringe benefits, welfare activities and social security measures.

4. Human Relations and Industrial Relations:

Human relations policies and programs help in building better human relations in the process of employee development and interactions among employees create a sense of the relationship between the workers and the management.

5. Recent Trends in HR

There has been a continuous quest to transform the nature of work from the old school management which treat employees like machines to a more recent approach that focus on human relations & values.

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3. Discuss the different approaches to Demand Forecasting. Which one of them would you recommend and why?

Ans :-

The different approaches to Demand forecasting are as follows:

1. Managerial Judgement:

Under this approach, the managers use their discretion based on their experience and expertise to decide the number of employees required for future operations based on their judgmental skills.

2. Statistical analysis:

One of the quickest forecasting approaches. The organization studies past data and ratios are compiled on this basis which would be further used for the estimation of human resource requirements.

3. Regression analysis:

Through regression analysis, the cause-and-effect relationship between variables can be identified.

4. Work study Technique:

This can be used to measure the duration of an operation and the labour force that is required to perform the same. It is also referred to as "workload analysis".

5. Work force analysis:

Is another technique that is used in the study method. This focuses on two major problems that are encountered during manpower planning.

The choice of a method depends on specific business needs. In practice, many organizations use a combination of these methods to balance accuracy, practicality and the cost of forecasting.

4. Discuss the role of succession planning in the global economy. State suitable examples from the corporate to substantiate your answers.

Answers:

The role of succession planning are as follows:

1. Ensuring Business Continuity:

Effective succession planning prepares organization for the departure of key employees, ensuring that critical roles are not left vacant and business operations continue smoothly.

For eg: Apple's succession planning was tested by when CEO Steve Jobs stepped down due to health issues, and Tim Cook, who had been groomed for leadership, took over. This transition, planned over several years, allowed apple to maintain its strategic direction and market position.

2. Adaptability to Global Market Changes:

In a rapidly changing global economy, companies need leaders who can adapt to different cultural, economic and regulatory environments. Succession planning helps identify and develop leaders with such capabilities.

For eg: Unilever's former CEO, Paul Polman, who was succeeded by Alan Jope. Unilever's focus on sustainability & global market adaptation was a key aspect of their succession plan.

3. Talent Retention and Development:

By identifying and nurturing potential leaders within the organisation,

succession planning helps in retaining top talent and reducing the dependency on external hiring, which can be costly and risky.

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5. Elaborate on the recruitment process which can be effectively implemented in the organisations.

Ans:

The process involves the following steps:

Step:1: Manpower Planning:

The open positions within the company are located and discussed in this phase. It contains information on the job's requirements for experience, education and training.

Step:2: Recruitment Strategy:

A recruitment strategy plan has to be developed for the hiring of the resource. The business needed to decide which technique to use for attracting potential candidates after finishing the compilation of the job descriptions and job specifications.

Step:3: Advertising the available vacancies:

The prospective candidates must know about the vacancies available in the organisation. Therefore it is required that that the firms must advertise the existing vacancies in various places both within the organisation and outside.

Step: 4: Receiving and Reviewing application.

As the vacancy is advertised in various sources, a pool of candidates will apply. Filtering top candidates applications is the process of preparing them for further consideration.

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Step: 5: Shortlisting the top prospects

After the initial screening of the applications the top most favorable applicants whose skills, knowledge and abilities are best suited for the position are shortlisted & further reviewed for selection test.

7. Write short note on:

- Sensitive Training
- In Basket Training
- Managerial Grid Training:

Ans: ◦ Sensitive Training

The main objective of sensitive training is development of awareness and sensitivity to behavioural patterns of oneself and others. The program results in:

1. Increased openness with others
2. Greater concern for others
3. Increased tolerance for individual differences
4. Less ethnic prejudice
5. Understanding a group process
6. Enhanced listening skills
7. Increased support & trust.

In Basket Training

The trainees are first given background information about a simulated company, its products, key personal details and data provided about the firm. The trainee must understand all this - make a note of it, delegate tasks, and prepare memos within a specific period.

Managerial Grid Training:

One of the most common Leadership programmes is 'Managerial Grid' developed by Blake & Mouton. The Leadership grid uses a combination of seminar discussions and personal reflections that help managers to achieve a 9*9 style of leadership. By participating in these programs, the executives learn to identify necessary personal and organizational changes to become effective in their interpersonal relationships and their work groups.

High	9	Country club (1.9)	Team Management (9.9)
	8	Middle of the Road	
Concern of people	7	Impoverished Management (1.1)	Task Management (9.1)
	6		
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Low	1		
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		Low	High
		Concern of production	