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Chapter 1 : OD and Manpower Planning Officer Jobs | Job in Gulf, Jobs Search ()| Wisdom Jobs Gulf

A Workforce Management Analyst with mid-career experience which includes employees with 5 to 10 years of experience can expect to earn an average total compensation of \$49, based on salaries.

A strategic planner is responsible for guiding the company through financial obstacles and helping to achieving its goal of continued profitability and growing revenues. Big or small, businesses employ these professionals to provide the company with valuable strategies for current and future growth. Strategic planning is a vital part of any organization, corporation, or company to effectively reach a long-term goal. Strategic planners are hired to lead the company towards their target successfully by using its own strengths, resources, and manpower. Duties and Responsibilities Generally, a strategic planner determines where an organization is heading over the next year or more. He formulates strategies or suggests changes or improvements to current business plans, policies, and procedures. It is his job to formulate feasible recommendations to the management on how to optimize near-term growth. Strategic planning is the process by which the executive management establishes the long-term direction of an organization. A strategic planner develops business plans that support and introduce solutions for strategic issues that impact the company. He conducts organizational reviews to identify strengths, weaknesses, and opportunities. Also, he evaluates the operational effectiveness of the entire workforce. Additional responsibilities include providing support to the president of the company, creating presentations, speeches, and outlines, performing market-analysis and monitoring industry trends and company news. The strategic planner also provides support to identify and asses strategic issues, facilitate strategic discussion, and manage strategic initiatives. Those with a proven track record of accomplishments are most likely to be promoted to a senior level. Many of these professionals continue their education by obtaining training related to quality management practices and industry-specific training. This position does a variety of tasks and frequently works with a team. An aspiring strategic planner should have a strong knowledge of concepts, practices, and procedures. He must have good judgment skills, which are needed for planning and accomplishing strategic goals. He should also have excellent analytical, interpersonal and problem-solving skills, and a firm grasp of economics, financial analysis, market research and mathematics. Working Conditions and Salary Strategic planners work in an office-type setting within regular working hours. Nevertheless, working overtime and on weekends is always expected, especially during critical days. The salary of a strategic planner varies from company to company. It depends on the size of the organization, the amount of work, and location.

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Chapter 2 : Duties & Responsibilities for Manpower Planning | Bizfluent

The term 'Manpower Planning' at organizational or corporate level is also known as micro-human resources planning and it has much to do with personnel management or personnel administration. The terms "manpower, 'human resource", and personnel management or personnel administration refer to the same activities concerned with managing.

Manpower Planning Process – Problems, Barriers and Solutions
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The centrality of manpower in production process of corporate entities has long been acknowledged by organization managers and administrators. It is an on-going process integrated approach, not a once and for all phenomenon. Its process involves interrelated activities and the plan must continue to be modified to meet prevailing circumstances. As a plan, it is embedded with implementation programmes designed to ensure availability of adequate qualified persons. Such implementation programmes include recruitment and selection employment of required skilled personnel to perform jobs that will allow the enterprise meet both the corporate and individual goals. The plan implementation programme also entails training and development of personnel and performance appraisal as well as other related personnel administration functions. As such the terms can be used interchangeably. The main benefits or purposes of manpower planning are: To control labor costs and enhance efficiency by ensuring that only the most essential and required personnel are hired and retained To increase productivity by matching people with jobs that truly exists and is adequate for them. To provide a lead time to recruit and train workers ahead of need. Required skills are thus provided for in advance To provide a basis for other plans, such as plans for facilities, desks and office accommodation, and assist in their formulation. To anticipate and overcome redundancies. The information provided about future manpower surpluses and redundancies in particular area could be used by management to plan a retraining programme for those who would be rendered redundant by changes in technology and company reorganization. Such people can then be made available for jobs in which they are needed. To show the implications of retirements and promotion plans in terms of management development and succession planning.

Manpower Planning Process 1. Estimating Manpower Employment or Manpower planning is the process of deciding what positions the company will have to fill, and how to fill them. Manpower planning covers all future positions from maintenance clerk to CEO. Plans to enter new businesses, build new plants, or reduce costs all influence the types of positions the firm will need to fill. That also meant they needed plans for who to hire, how to screen applicants, and when to put the plans into place. One big question is whether to fill projected openings from within or from outside the firm. In other words, should we plan to fill positions with current employees or by recruiting from outside? Each option produces its own set of HR plans. Going outside requires a decisions about what recruiting sources to use, among other things.

Job Analysis Job analysis is the fundamental process that forms the basis of all human resource activities. In its simplest terms, job analysis is a systematic process for gathering, documenting and analyzing data about the work required for a job. The data collected in a job analysis, and reflected through a job description, includes a description of the context and principal duties of the job, and information about the skills, responsibilities, mental models and techniques for job analysis. These include the Position Analysis, Questionnaires, which focuses on generalized human behavior and interviews, task inventories, fundamental job analysis and the job element method. Job analysis is the procedure for identifying those duties or behaviors that define a job. Aside from verifying the fairness of selection procedures, job analysis is the foundation of virtually every other area of industrial psychology, including performance appraisal training and human factors. Additionally, job analysis is the basis of job evaluation, the procedure for setting salary scales. Information about jobs can be collected in a number of ways such as potential sources: Possible agents to do the collecting are professional job analysis, supervisors, job incumbents, or even a camera in the work place.

Recruitment Recruitment is the process of identifying the prospective employees, stimulating and encouraging them to apply for a particular

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job or jobs in an organization. It is a positive action as it involves inviting people to apply. The purpose is to have an inventory of eligible persons from amongst whom proper selection of the most suitable person can be made. Before you think of inviting people to apply for a job you have to decide what types of persons are to be invited and what their characteristics should be. Job specification will be different for each job. For certain jobs some special features may be required. For example, for assembly of a TV set or some other electronic equipment good vision is required, for a typing job you need finger dexterity, for a heavy job you need a strong, heavy and thick-set body. The particular physical abilities and skills necessary for a given job have to be specified. These may refer to height, weight, vision, finger dexterity, voice, poise, hand and foot coordination, etc. These include intelligence, memory, judgment, ability-plan, ability to estimate, to read, to write, to think and concentrate, scientific faculties, arithmetical abilities, etc. Emotional and Social Specifications: These include characteristics which will affect his working with others, like personal appearance, manners, emotional stability, aggressiveness or submissiveness, leadership, cooperativeness, skill in dealing with others, social adaptability, etc. Certain management personnel at higher levels of management are expected to behave in a particular manner. These are not formally listed but have to be kept in mind during the process of recruitment, selection and placement. Besides, there are two categories of sources of supply of manpower-Internal and External. These include personnel already on the pay-roll of the organization as also those who were once on the pay-roll of the company but who plan to return, or whom the company, would like to rehire. These include those who quit voluntarily or those on production lay-offs. These sources lie outside the organization, like the new entrants to the labor force without experience. These include college students, the unemployed with a wider range of skills and abilities, the retired experienced persons, and others not in the labor force, like married women. Selection Selection is the process of examining the applicants with regard to their suitability for the given job or jobs and choosing the best from the suitable candidates and rejecting the others. Thus, you will notice that this process is negative in nature in the sense that rejection of candidates involved. It is the process of securing relevant information about an applicant to evaluate his qualification, experience and other qualities with the view of matching with the requirement of a job. The selection process involves rejection of unsuitable or less suitable applicants. This may be done at any of the successive hurdles which an applicant must cross. These hurdles act as screens designed to eliminate an unqualified applicant at any point in the process. Those who qualify a hurdle go to the next one; those who do not qualify are dropped out. The complexity of the process usually increases with the level and responsibility of the position to be filled. Initial Screening or Preliminary Interview: This is a sorting process in which prospective applicants are given the necessary information about the nature of the job and also, necessary information is elicited from the candidates about their education, experience, skill, salary expectation etc. If the candidate is found to be suitable, he is selected for further process and, if not he is eliminated. Some forms are simple, general and easily answerable, while others may require elaborate, complex and detailed information. Sometimes applications are asked in plain sheet. Application forms are designed to serve as a highly effective preliminary screening device, particularly when applications are received in direct response to an advertisement and without any preliminary interview. Training Systematic training and development of organization employee is the foundation of efficient and effective utilization and productivity of corporate personnel. To be effective in meeting organization goals of efficiency and increased productivity, cost-effective in operations, training must not be conducted in ad hoc and haphazard manner. It should be a deliberate policy instrument designed to meet training needs of individuals, organization and a technologically changing environment of production. The training programmes should be appropriate and adequate to solve corporate training needs arising from the requirements of newcomers, shortfalls in employee performance, organizational change and the individual workers expressed or observed needs. Training is a learning process which aim at helping employee to acquire basic skills required for efficient execution of the functions for which employee are hired; while development deals with activities undertaken to expose employees to be able to perform additional duties of managerial and administrative nature in the near future. Training efforts are

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geared toward acquisition of manipulative skills, technical knowledge, problem solving ability and attitudes. While development is designed to prepare employee to assume position of responsibility of supervisory and leadership natures. The two techniques of learning are usually planned by the organization to improve competence level of employee. The third learning method is the education method. Problems, Barriers and Solutions to Manpower Planning Manpower development is the core element of a business that helps to shape and lead the future of any organization through the use of its people. Successful manpower development could result in high production and long-term future growth for business. However overcoming these challenges means understanding the vision of the business and how to best forecast future events in manpower planning. Planning helps management with the right number and the right kind of people at the right place in business. Organizational fits are very challenging because the individual not only has to be qualified but they must be able to adapt and adopt the culture of the organization. Accepting organizational culture is critical, because it is often a determining factor in an employee remaining with the organization. Maintaining effective manpower is equally as important to recruiting right person for the job. Employee Turnover Plan of Action Employee turnover happens for various reasons and is inevitable in manpower development. Some of the causes are controllable factors, while many of them are hard to foresee. It is harder to identify or forecast the death of an employee or an illness that leaves an employee in an incapacitated state, because it can happen at any time. Developing a plan of action in manpower development that negates these factors can be difficult. Ensuring that the employee turnover does not impact the manpower in the out years of business is the biggest dilemma. Continuing Education With constant changes in technology, business professionals need to keep up-to-date by taking courses designed to improve their technical skills and knowledge. Programs such as the Microsoft Certified Professional certification provide comprehensive training, practice and testing opportunities to business professionals seeking to further their careers. Flexible alternatives such as web-based training, coaching and mentoring or recorded multimedia sessions enable busy professionals to train for an advanced role or even a career change. If leave policies or work schedules are too lenient, it could impact the production of business in a negative way. Rising Costs Global organizations face rising costs and need to plan effectively so we can efficiently recruit and hire the best manpower, both permanent and temporary. Fewer management layers and less support staff make it more difficult to provide new employees with the personalized attention they typically need to get started. Self-paced training courses that provide details about how to use company tools, such as email or accounting systems, often replace instructor-led classroom sessions. Workers may not have an office at the same location as their manager and rely on web conferencing software instead spending the extra time and expense to travel to a common location for meetings. Employees need training and tips on how to use these alternatives effectively. Changing Priorities Companies typically set strategic goals on an annual basis. Training programs should be aligned with strategic plans. For example, if company executives want to see an increase in customer satisfaction, training professionals should focus on identifying problems in providing customer support proficiently.

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Chapter 3 : Manpower Planning: its Definition, Process and Affected Factors | HRM

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According to Gordon MacBeath, manpower planning involves two stages. According to Vetter, the process by which management determines how the organisation should move from its current manpower position to its desired manpower position. Through planning, management strives to have the right number and the right kinds of people, at the right places, at the right time, doing things which result in both the organisation and the individual receiving maximum long-run benefit. It relates to establishing job specifications or the quantitative requirements of jobs determining the number of personnel required and developing sources of manpower. According to Geisler, manpower planning is the process "including forecasting, developing and controlling" by which a firm ensures that it has the right number of people and the right kind of people at the right places at the right time doing work for which they are economically most useful. Process of Manpower Planning: It may be rightly regarded as a multi-step process, including various issues, such as: C Formulation of the recruitment plan D Estimating future organisational structure and manpower requirements E Developing a human resource plan A. Deciding Goals or Objectives: The business objectives have been determined; planning of manpower resources has to be fully integrated into the financial planning. It becomes necessary to determine how the human resources can be organised to achieve these objectives. For a sound manpower planning it considers as a prerequisite the preparation of a manual of job classification and job description with specific reference to individual jobs to be performed. Audit of the Internal Resources: The next step consists of an audit of the internal resources. A systematic review of the internal resources would indicate persons within the organisations who possess different or higher levels of responsibilities. Thus it becomes necessary to integrate into the manpower planning process a sound system of performance appraisal as well as appraisal of potential of existing employees. Formulation of the Recruitment Plan: A detailed survey of the internal manpower resources can ultimately lead to an assessment of the deficit or surplus of personnel for the different levels during the planned period. The management must estimate the structure of the organisation at a given point of time. For this estimate, the number and type of employees needed have to be determined. Many environmental factors affect this determination. They include business forecast, expansion and growth, design and structural changes, management philosophy, government policy, product and human skills mix, and competition. Developing of Human Resource Plan: This step refers to the development and implementation of the human resource plan, which consists in finding out the sources of labour supply with a view to making an effective use of these sources. The first thing, therefore, is to decide on the policy "should the personnel be hired from within through promotional channels or should it be obtained from an outside source. The best policy which is followed by most organisations is to fill up higher vacancies by promotion and lower level positions by recruitment from the labour market. The market is a geographical area from which employers recruit their work force and labour seeks employment. Factors Affecting Manpower Planning: Manpower planning exercise is not an easy tube because it is imposed by various factors such as: It suffers from inaccuracy because it is very difficult to forecast long-range requirements of personnel. Manpower planning depends basically on organisation planning. Overall planning is itself a difficult task because of changes in economic conditions, which make long term manpower planning difficult. It is difficult to forecast about the personnel with the organisation at a future date. While vacancies caused by retirements can be predicted accurately other factors like resignation, deaths are difficult to forecast. Lack of top management support also frustrates those in charge of manpower planning because in the absence of top management support, the system does not work properly. The problem of forecast becomes more occur in the context of key personnel because their replacement cannot be arranged in short period of time. Moreover any system requires the support of top management and manpower planning is no exception to this.

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Chapter 4 : Manpower Planning - Meaning, Need, Importance and PPT

The final stage necessitates the preparation of programmes of recruitment, selection, training, transfer, promotion, development, and wage and salary administration so that the manpower needs of the enterprise could be effectively met.

Manpower Planning Manpower Planning Manpower Planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization. Human Resource Planning has got an important place in the arena of industrialization. Human Resource Planning has to be a systems approach and is carried out in a set procedure. The procedure is as follows: Analysing the current manpower inventory Making future manpower forecasts Design training programmes Steps in Manpower Planning Analysing the current manpower inventory- Before a manager makes forecast of future manpower, the current manpower status has to be analysed. For this the following things have to be noted- Type of organization Number and quantity of such departments Employees in these work units Once these factors are registered by a manager, he goes for the future forecasting. Making future manpower forecasts- Once the factors affecting the future manpower forecasts are known, planning can be done for the future manpower requirements in several work units. The Manpower forecasting techniques commonly employed by the organizations are as follows: This includes informal decisions, formal expert surveys and Delphi technique. Manpower needs can be projected through extrapolation projecting past trends , indexation using base year as basis , and statistical analysis central tendency measure. It is dependent upon the nature of work load in a department, in a branch or in a division. Whenever production and time period has to be analysed, due allowances have to be made for getting net manpower requirements. Several Mathematical models, with the aid of computers are used to forecast manpower needs, like budget and planning analysis, regression, new venture analysis. Developing employment programmes- Once the current inventory is compared with future forecasts, the employment programmes can be framed and developed accordingly, which will include recruitment, selection procedures and placement plans. Design training programmes- These will be based upon extent of diversification, expansion plans, development programmes,etc. Training programmes depend upon the extent of improvement in technology and advancement to take place. It is also done to improve upon the skills, capabilities, knowledge of the workers. Importance of Manpower Planning Key to managerial functions- The four managerial functions, i. Human resources help in the implementation of all these managerial activities. Therefore, staffing becomes a key to all managerial functions. Efficient utilization- Efficient management of personnels becomes an important function in the industrialization world of today. Setting of large scale enterprises require management of large scale manpower. It can be effectively done through staffing function. Motivation- Staffing function not only includes putting right men on right job, but it also comprises of motivational programmes, i. Therefore, all types of incentive plans becomes an integral part of staffing function. Better human relations- A concern can stabilize itself if human relations develop and are strong. Human relations become strong through effective control, clear communication, effective supervision and leadership in a concern. Staffing function also looks after training and development of the work force which leads to co-operation and better human relations. Higher productivity- Productivity level increases when resources are utilized in best possible manner. Manpower Planning is advantageous to firm in following manner: Shortages and surpluses can be identified so that quick action can be taken wherever required. All the recruitment and selection programmes are based on manpower planning. It also helps to reduce the labour cost as excess staff can be identified and thereby overstaffing can be avoided. It also helps to identify the available talents in a concern and accordingly training programmes can be chalked out to develop those talents. It helps in growth and diversification of business. Through manpower planning, human resources can be readily available and they can be utilized in best manner. It helps the organization to realize the importance of

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manpower management which ultimately helps in the stability of a concern.

Chapter 5 : Manpower Planning Manager | Jobs in Qatar by KPMG | GulfTalent

Manpower planning is the process of reviewing an organization's employee, or manpower, needs and then selecting the best people for certain jobs.

Chapter 6 : Manpower Planning Process - Problems, Barriers and Solutions

This is the top position responsible for planning, directing, controlling and evaluating all the activities and services of the organization, as well as leading, managing and overseeing those responsible for doing so.

Chapter 7 : Average Urban Planning or Community Development Administration Salary

Manpower System. ROBERT LEE. AND feeding manpower planning "tidbits" into a central point and of de- systems and procedures, wages and salary administration.

Chapter 8 : Workforce Management Analyst Salary | PayScale

This course provides participants with the knowledge, skills and techniques required to effectively manage, develop and utilise human resources in an organisation. The course will also familiarise participants with the principles and techniques of human resource management, manpower planning and career development.

Chapter 9 : Human Resources Management and Career Development

Manpower planning is determination of right number and right skills of human force to suit present and future needs. Manpower planning is defined by stainer.