

Human Resource Planning Management and Their Improving Method

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Abstract

Management should have suitable planning for all resource in his authority, nevertheless will have problem in estimating need and directing resource. In fact, planning is process that organization has combined all activities and trying for his purpose and his purpose is obtaining to organization result. Therefore planning is framework of management element. According to the role and importance of human resource could have effective role in developing organization. Planning human resource help to organization that ensure from the position of human resource, adding forces, lacking human resource in different parts or in balancing them and be sure that suitable staff in suitable job have in suitable time. Planning management of human resource will help to organization that estimate organization changing relate to his activities to least costs. Human resource planning makes us confident about the existence of unity and cohesion in personal activities. According this, giving a complete, efficient model that could cover all human resource planning in a good way, is an unpreventable necessity.

Keywords: Planning, Human resource, Improving, Method, Supply, Demand, Organization.



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1. Defining Human Resource Planning

The first and the most simple definition that have in the human resource planning, belong to Mlykoj and Mahooti that said (human resource planning has predicated supply and demand of future staff in organization systematically). (Jahanian, 2009)

Human resource planning considered a effort that predicting the future of firm as an environmental demands and provide using condition of human resource for performing and meeting its need.

human resource planning is process that put one organization in suitable place by having number and correct kind of human resource and could do it in a effective method and reach to the total purpose of organization. (Jahanian, 2009)

2. The Importance of Human Resource Planning

1- Continuous planning has facilitated and warranted leadership, if managers have left organization without planning, disorders has not been created in daily operation or this disorder has been decreased at least.

2- Providing staff and series of their skill have been facilitated strategic planning in future.

3- Facilitating studying job demanding and staff abilities, changes understanding, job resource tendency in market.

4- By defining staff demand in reaction strategic planning, facilitating resource and fund planning.

5- Organization facilitating staff development by defining skills for obtaining leadership purpose and warranting job successful in organization. (Jahanian, 2009)

3. The Stages of Human Resource Planning

Stage 1 : studying future purpose of organization

Stage 2 : studying quantity and quality condition of human resource in organization

Stage 3 : predicting human resource demands (estimating the value of human resource)

Stage 4 : predicting human resource demanding (estimating the value of human resource from inside and outside resource)

Stage 5: comparing the offers and the demands of human resources and defining organizational personal policies on that base. (Lajvardi, 2004).

Management of human resource planning

- 1- Attracting planning of human resource (finding staff, selecting and)
- 2- Supportive planning (salary, beneficent, training and)
- 3- Personnel information planning (estimating , inventory and ...) (Mohamadi *et al.*, 2005)

4. The Process of Human Resource Planning

- A) Studying and predicting human need of organization
- B) Studying and estimating existing human resource in organization
- C) Comparing need and human resource inventory.

A) Studying and Predicting Human Demand of Organization

Demanding to human resource is variable in each organization and if organization strategies are developing, expanding, keeping existence position, without hesitate, it will be effective in quantity of human resource. For predicting human resource in organization, there are quantity and quality methods. From quality method, we could point to expert judicial and from quantity method; we could point to analyzing method and stimulation. The method of demand predicting has been divided into two methods: obsolete and possible method. In obsolete method, dropping and human resource attracting have been calculating in a certain time. From this method, human recourse has been considered as a demand human resource from inside. Possible method has been predicting changes in terms of frequency of possible occurrence. Possible method has been used in big organization and geography distributing and don't have usage in relative small organization.

B) Studying and Estimating Existing Condition of Organization

Studying and estimating existing condition of organization has been done by helping two basic tools. Experience and skill and staff training are non management and management inventory consist of information about managers and supervisor of organization and organization skill have been estimating with them.

C) Comparing Existing Position and D Organization Demands

1) Resource balance: it means that resource inventory with need values of future have been equaled. Here, action such as development and training, skills improving and increasing the ability of human resource have been done in balance keeping.

2) Lack of resource: it means that resource is lower than need value in organization. In this position, action such as finding staff from internal and outside resource have been done.

3) Resource adding: it means that resource is more than need value in future that in this case, it is done for decreasing balance and action resource such as sudden retirement, repaying, decreasing working hours. (Mohamadi *et al.*, 2005)

5. Purpose and Advantage of Human Resource Planning

- 1- Decreasing human resource cost by using lack of predicting or increasing human resource and correcting the position of non balance of combination resource.
- 2- Requirement for training planning for staff.
- 3- Developing individual planning process.
- 4- Providing necessary tool for effective estimating of human resource according to purpose and strategy organization.
- 5- Defining policy, selecting and human resource training for purpose and organization planning.
- 6- Adapting personnel different activities or purpose and organization strategies .(Lajvardi, 2004)

The Causes of None Having Planning for Human Resource:

- 1- lack of experts for human resource planning
- 2- not having strategic vision in organization
- 3- low attention to human resource to financial resource

Obstacle of Human Resource Planning Performing:

- 1- Pessimistic toward planning and empowering operation unit (not having linking between theory discussion and performing unit operation)
- 2- Not having relationship between different activities in planning process
- 3- Opposite and conflict in human resource
- 4- Using from planning unsuitable technique
- 5- Predicting future of human resource on the base of past policy without attention to need and future necessity
- 6- Not having attention to quality aspect (developing special skill and individual potential operation)
- 7- Looking to human resource planning as short time performing subject.

Character of Human Resource Information Systems and Planning Human Resource:

- a) On time ; updating information and is providing for users on time
- b) Correct and exact ; system consist of correct and exact information
- c) Relating and need; system information should be related and also is needed for organization manager.
- d) Fast; system should be in a way that all information for each kind of decision is fast in person hand.

Improving Ways for Human Resource Planning:

1. Making standard human resource
2. Define law for keeping human resource
3. Adapting staff fund with organization financial policy
4. Improving quality
5. Correcting paying region of human resource salaries
6. Thoughtful and creative human resource training
7. Improving and organizing human resource structure
8. Creating opportunities equal to training
9. Developing management and developing human resource
10. Planning training planning that is need for organization
11. Predicting the supply value of human resource
12. Judicial and right supporting from staff

6. Conclusion

Planning organization human resource have been influenced such as increasing world completion , sudden changes, need to quality and service after selling . After many years of experience, world come to conclusion that if organization want to have more ability in economic and his working affair and not to put back in his competition, he should encounter with expert human resource, creative and high motivation. Human resource form real wealth of one organization. One organization is series of combination of high culture humans, thought and common purpose that is put by group working in flexible regime of organization and his knowledge with increasing development of organization in management authority. Therefore each person will have properties toward organization and his duty.

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