



TIH 1204

Human Resource Planning



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Introduction to Human Resource Planning

Human resource planning is a strategic process of identifying and meeting an organization's staffing needs. It involves forecasting future workforce requirements, analyzing current capacity, and developing strategies to address any gaps.



Importance of Human Resource Planning



Align Workforce

Ensure the right people with the right skills are in the right roles to meet organizational goals.

Cost Savings

Proactive planning can help avoid costly mistakes like over or understaffing.

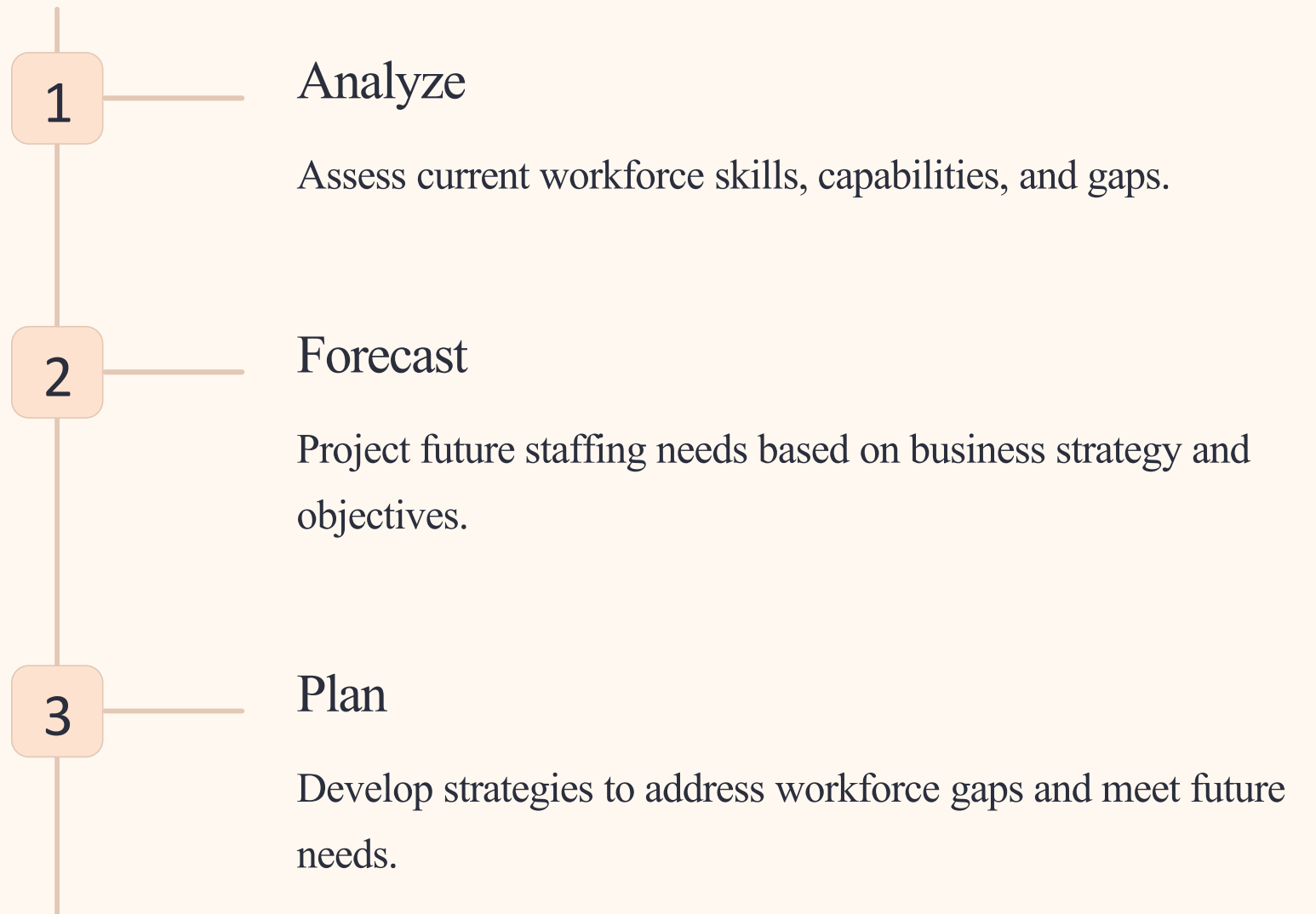
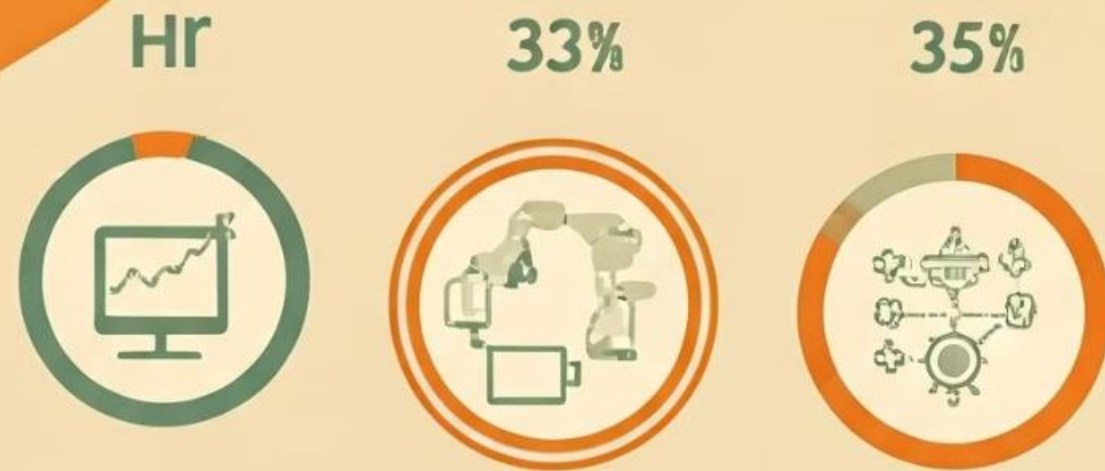
Competitive Advantage

Effective HR planning enables companies to attract and retain top talent.

Organizational Agility

Flexibility to quickly adapt the workforce to changing business needs.

The Process of Human Resource Planning



Forecasting Human Resource Needs

Demand Forecasting

Analyze factors like business growth, new initiatives, and industry trends to project future workforce demands.

Supply Forecasting

Evaluate current employee skills, retirement rates, and talent pipeline to estimate internal supply.

Gap Analysis

Identify any misalignment between forecasted demand and supply to uncover workforce gaps.

Analyzing Current Human Resource Capacity

1

Skills Inventory

Assess the knowledge, abilities, and competencies of the current workforce.

2

Workforce Demographics

Evaluate factors like age, tenure, and turnover to understand the workforce composition.

3

Productivity Metrics

Analyze employee performance data to identify areas of strength and improvement.

4

Succession Planning

Identify high-potential employees and plan for leadership continuity.

Identifying Human Resource Gaps

Skill Gaps

Discrepancies between the required and available skills within the workforce.

Talent Shortages

Difficulty finding qualified candidates to fill open positions.

Succession Risks

Lack of internal talent ready to assume leadership roles.

Workforce Imbalances

Misalignment between the workforce composition and business needs.



Developing Strategies to Address Human Resource Gaps

Recruitment

Attract and hire qualified candidates to fill open positions.

Training & Development

Upskill and reskill current employees to close competency gaps.

Retention

Implement programs to engage and retain top talent within the organization.

Implementing Human Resource Plans

1

Communicate

Clearly articulate the HR plan to all stakeholders.

2

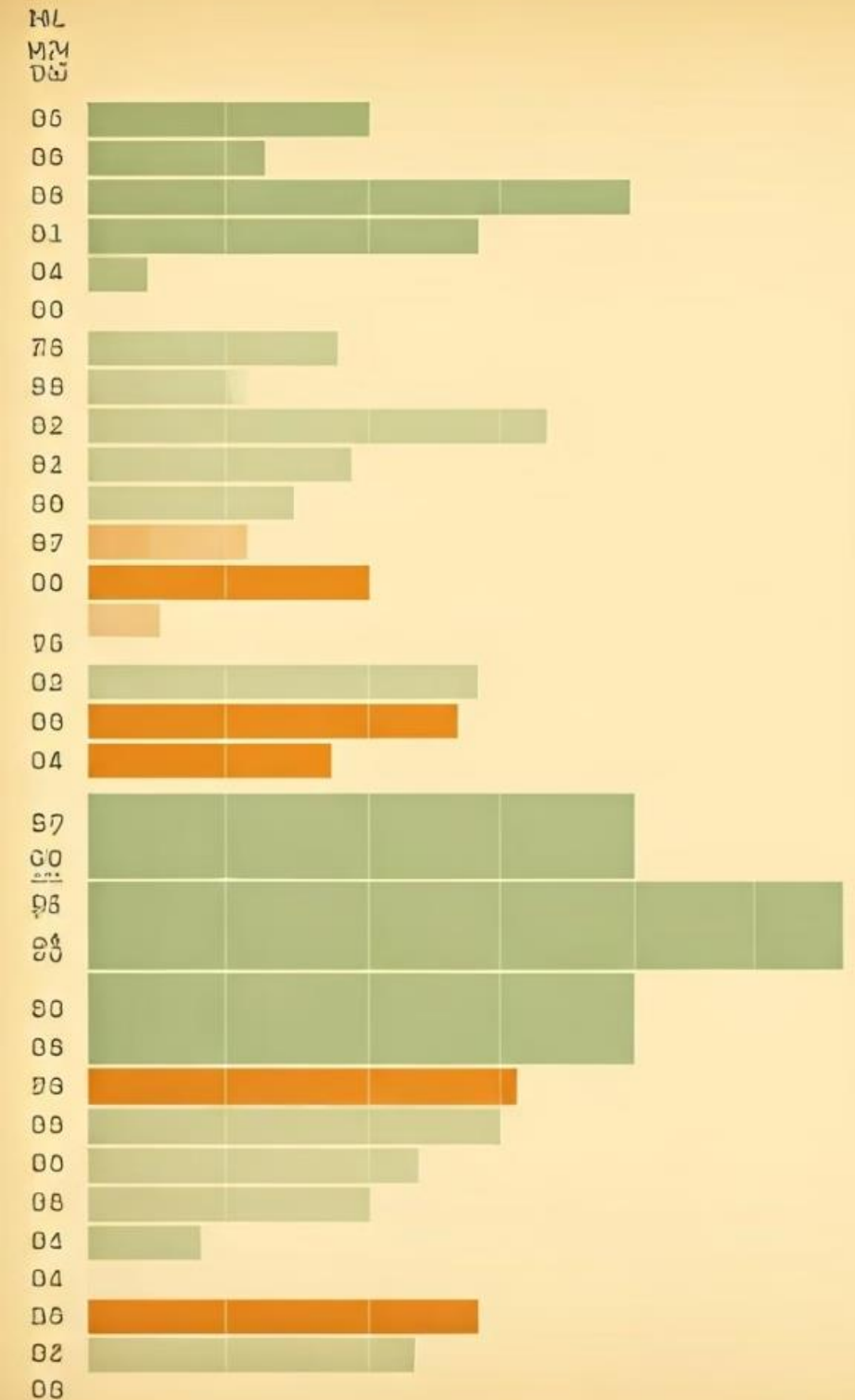
Collaborate

Work cross-functionally to ensure effective execution.

3

Monitor

Continuously track progress and make adjustments as needed.





Monitoring and Evaluating Human Resource Plans



Performance Metrics

Measure the impact of HR initiatives on key business outcomes.



Employee Feedback

Collect and act on input from the workforce to refine plans.



Compliance Review

Ensure HR plans adhere to relevant laws and regulations.



Continuous Improvement

Regularly evaluate and update HR plans to maintain relevance.

Conclusion and Key Takeaways

Strategic Process

HR planning is a critical strategic function to align the workforce with business objectives.

Proactive Approach

Forecasting needs, analyzing capacity, and addressing gaps allows organizations to stay ahead of workforce challenges.

Cross-Functional Collaboration

Successful HR planning requires close cooperation across the organization.

Continuous Monitoring

Regularly evaluating and updating HR plans ensures they remain effective and relevant.



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Q & A

