

VICTORIA UNIVERSITY OF BANGLADESH
DEPARTMENT OF BUSINESS ADMINISTRATION

Course Profile

Master OF BUSINESS ADMINISTRATION

COURSE TITLE: Manpower Planning & Forecasting

COURSE CODE : HRM-601

Description

This course will provide delegates with a sound knowledge on the concepts, dimensions and approaches of human resources development and manpower planning. It will provide the tools needed to analyze the workforce, develop a strategy to match demand for staff with the right people at the right time, and create a plan for talent management and retention.

Course Objectives

- *Understand the link between business strategy and an effective manpower plan*
- *Investigate how a manpower plan can be strategically integrated into organization and business objectives*
- *Learn a rigorous methodology for preparing and maintaining a manpower plan*
- *Develop effective manpower plans linked to business objectives*
- *Accurately forecast manpower requirements*
- *Analyze the theory and concepts of human resource planning.*
- *Identify the evolution of HRP throughout the organization.*
- *Relate and apply models and methods used in forecasting.*
- *Describe the applications of a Human Resources Information System.*
- *Evaluate the organization's planning program*

TextBooks

Essentials of Management Information Systems, 8/E, Laudon and Laudon, 2007, Prentice Hall

COURSE OUTLINES

Class	Particulars
1 st Class	Introduction and Objectives to workforce Planning and definition, Factors affecting workforce in organization
2 nd Class	Importance of workforce Plan, Advantages and Limitations of workforce planning
3 rd Class	Strategies to integrate human resources Planning with the strategic initiatives of the Organization, How effective Workforce planning can contribute to business plan, External and Internal challenges that influence organizational workforce planning
4 th Class	How workforce planning has an impact of organizational structure. Remedies to challenges facing workforce planning in organization. Workforce Plan Policy and Planning. Analysis of the level of skills in the organization (Human Resources Inventory) Promotion, Transfer, Discharges. Compensation Schemes, Terminal Benefits and Pension Schemes
5 th Class	Forecast staffing needs based on supply and Demand issues., The need for workforce planning forecasting, Different forecasting techniques, The demand and forecasting technique
6 th Class	Challenges of workforce planning forecasting Appraisal, Training and Development of workforce, How performance Management affect workforce planning, The process of selection and its effects on workforce planning.
	Mid-Term Examination
7 th Class	The role of Training and Career Development/ Career planning in workforce planning
8 th Class	Job design and redesign in workforce Planning, Job Enrichment and Enlargement and their effects in workforce Planning, The essence of Job Description in Workforce Planning
9 th Class	Assess the emerging issues influencing the field of, strategic human resources planning, Downsizing strategy, Mergers and Acquisition, Selection, Compensation, Performance Management, Training and Development, Labor Relations
10 th Class	Presentation/Class Test
11 th Class	Succession Plan, Develop your approach to succession planning. Internal and External recruitment, Retain the Talent, The rationale of succession planning
12 th Class	Techniques of procedures of succession Planning The link between succession planning and career development.

COURSE EVALUATION

Particulars	Weight	Marks
Works Sheet		
Class Attendance	10%	10
Class Tests	10%	10
Presentation	10%	10
Case Study/Field Work/Report Writing	5%	5
Mid-term Test	25%	25
Final Examination	40%	40
Grand Total	100%	100

Grading System

Marks Obtained (out of 100)	Letter Grade		Grade Point (4 point scale)
80% and above	A+	(A plus)	4.00
75% to less than 80%	A	(A regular)	3.75
70% to less than 75%	A-	(A minus)	3.5
65% to less than 70%	B+	(B plus)	3.25
60% to less than 65%	B	(B regular)	3.00
55% to less than 60%	B-	(B minus)	2.75
50% to less than 55%	C+	(C plus)	2.50
45% to less than 50%	C	(C regular)	2.25
40% to less than 45%	D	(D regular)	2.00
Less than 40%	F	Fail	0.0

COURSE CONDUCTION

Semester & Class Begin	Summer, 2017 & 15 June, 2017
Course Instructor	Md. Shawan Uddin Assistant Professor Department of Business Administration
Credit Hour/ Week	3 Hours & 1.5 Hour/Class
Total Lectures	Nineteen
Presentation Class	One
Class Test	One
Case Study/Field Work	One