## Elective Course 3: HR Planning and Application of Technology in HR

| Course Type: | PS: Program Specialisation | Course Credits: | 2 |
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| Course Code: | H3PE511 | Course Duration: | 30 Hours |

**Course Objective:**
- To provide an overview of strategic human resource planning processes and methodologies.
- To familiarize students with various technological solutions enhancing HR functions, including recruitment and training.
- To equip students with skills to utilize HR information systems (HRIS) effectively for workforce management.
- To develop analytical capabilities for forecasting human resource needs using technological tools.
- To foster a critical understanding of challenges and best practices in technology-driven HR planning.

**Course Outcomes:**
- CO1: Understand the importance of Human Resource Planning (HRP), Job Analysis, Job Design & Re-Design and its integration with Strategic HRM to enhance Organizational Effectiveness.
- CO2: Apply HR Planning techniques to understand manpower requirements in the organization in the dynamic business environment.
- CO3: Analyse HRP Strategies facilitating Workforce Diversity.
- CO4: Evaluate the impact of HRP Strategies on Organizational Effectiveness.
- CO5: Create ways to use technology as an enabler in improving HRP function.

| Unit/ Module | Content | CO Mapping | Hours Assigned |
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| 1 | **Introduction to HR Planning**<br>● Concept & Importance of HR Planning<br>● HRP Process<br>● Forecasting Techniques: HR Demand Forecasting, HR Supply Forecasting, | CO1 | 6 |

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| | Managerial Judgment, Ratio Trend Analysis, Regression Analysis, Work Study Technique, Delphi Technique<br>● Skills Inventories, Replacement Charts, Staffing Tables<br>● Linking HRP to Strategic HRM | | |
| 2 | **Job Analysis**<br>● Job Analysis - Process, Uses, Techniques of Data Collection, Methods<br>● Job Description & Job Specification | CO1 | 4 |
| 3 | **Job Design and Job Re-design**<br>● Job Design - Benefits, Methods<br>● Job Re-design - Process, Steps, Types, Methods | CO1 | 4 |
| 4 | **HR Planning, Acquisition & Selection**<br>● Recruitment & Selection<br>● Linking of HRP to Recruitment & Selection | CO2 | 3 |
| 5 | **Workforce Planning for Diversity**<br>● Diversity Planning,<br>● Dimensions of Diversity<br>● Policies, Valuing Diversity in Organizations<br>● Gender Diversity Legislation<br>● Corporate initiatives on Gender Diversity<br>● Organizational Strategies for Promoting Diversity<br>● Diversity Awareness Training Programs<br>● Systemic and Individual Diversity<br>● Change Initiatives,<br>● The Future of Diversity – A Global Perspective | CO3 | 4 |
| 6 | **Employee Engagement, Retention & Succession Planning**<br>● Employee Engagement: Conceptual | CO4 | 3 |

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| | Framework, Antecedents of Engagement, Outcomes of Employee Engagement, <br> ● Employee Retention <br> ● Succession Planning | | |
| 7 | **Use of HRIS in HR Planning** <br> ● Introduction to HRIS <br> ● HRIS & Automation in HRP Processes <br> ● Privacy & Security in Information Systems | CO5 | 3 |
| 8 | **Emerging Trends & The Future of HR Tech** <br> ● Virtual Reality (VR), Augmented Reality (AR) & Blockchain in HR <br> ● The Gig Economy and Flexible Hybrid Work Arrangements | CO5 | 3 |

**Textbooks:**
1. Human Resource Planning, James W Walker
2. Human Resource Management-Text and Cases– K. Aswathappa, McGraw Hill Education, 8th Edition
3. Human Resource Development – Uday Kumar Haldar – Oxford Publications
4. Managing Diversity: Toward a Globally Inclusive Workplace Book by Michalle E. Mor Barak
5. HR Analytics: The What, Why and How: Tracey Smith
6. Managing Human Resources -Snell & Morris Cengage Learning
7. HR -Denisi, Griffin, Sarkar - Cengage Learning: A South-Asian Perspective

**Reference Books:**
1. Human Resource Planning – D.K Bhattacharya
2. Human Resource Planning – M.S Reddy
3. Planning & Managing Human Resources – William J Rothwell, H.C Kazanas
4. Reinventing Jobs: A 4-Step Approach for Applying Automation to Work by Ravin Jesuthasan and John Boudreau
5. HR Here and Now – The Making of the Quintessential People Champion Sage