

International Training Programme on Human Resource Planning and Development (duration 8 weeks)

Aim: To impart knowledge in planning and development of Human Resources.

Objectives

- To identify major issues of human resource planning and development both at micro and macro level;
- To use quantitative and qualitative tools of human resource planning and development;
- To develop a structure of manpower information system; and
- To evolve alternative models of human resource planning and development.

Contents : The programme comprises of following five modules:

Module I: Human Resource Planning

- Concept & Issues
- Qualitative and Quantitative Aspects of Human Resource
- Human Resource Planning at Organizational Level
- Techniques of Human Resource Planning
 - Assessment of Current Manpower Situation
 - Assessment of Current Employment Situation
- Assessment of Future Manpower Requirement
 - Estimation of Demand of Manpower
 - Estimation of Supply of Manpower
- Classification of Occupation: National and International
- Migration and Child Labour
- Human Resource Planning: Experiences of Developing Countries

Module II: Human Resource Information System

- Concept & Issues of Human Resource Information System
- Data Requirement for Human Resource Planning
- Concepts & Methods of Research
- Definition and Characteristics of Labour Market Information (LMI)
- Development of LMIS : A case study of NTMIS
- Information System: Planning, Development and Management

Module III: Human Resource Management & Development

- Concept, Issues and Evolution of Human Resource Management and Development
- Organizational Behaviour
 - Motivation
 - Leadership
 - Communication

- Recruitment & Selection
- Employee Development
- Grievance Handling
- Mentoring
- HRD in the Changing Global Scenario

Module IV: Employment Policies & Programming

- An Introduction to Economic Analysis
- Linkages between Economic Analysis and HRP & D
- Employment Planning and Policies
- Employment Planning through Decentralized Development
- Employment and Globalization
 - Decent Work
 - Informal Sector
 - Downsizing, Retraining & Redeployment
 - Millennium Development Goals: Employment, Income & Poverty

Module V: Educational Planning

- Concept and Evolution of Educational Planning
- Demographic Aspects of Educational Planning
- Education System in Developing Countries
- Cost of Financing of Education
- Quality and Relevance of Education
- Sustainable Development Goals & Education