

 W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

 **UNIVERSITY EXAMINATIONS 2017/2018**

**STAGE I, II, III & IV EXAMINATION FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT**

**HRM 0101: ASPECTS OF MANPOWER PLANNING**

**DATE: AUGUST 2018 TIME: 1 ½ HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

1. When planning for Human Resource, one should take into consideration both Internal and External factors that influence or affect human resource plan. Briefly explain these factors. [4 marks]
2. Assume that you have carried out demand and supply analysis of human resource. How would you react to each of the following outcomes to ensure demand balances supply?
3. Demand exceeds supply [2 marks]
4. Supply of skills, knowledge and ability are in deficit. [2 marks]
5. Supply in terms of numbers exceeds demand. [2 marks]
6. Outline FOUR benefits of effective Human Resource Planning for modern commercial enterprises. [4 marks]
7. Your organization has been experiencing a lot of staff turnover which has led to frequent recruitment of staff that is costly to the organization. For this reason, the board of directors has tasked you with designing strategies that will ensure that the organization does not lose its valued staff. What specific staff retention strategies will you put in place to improve organizational performance? [6 marks]
8. Identify the FIVE steps in the training process of the employees. [10 marks]

**QUESTION TWO (20 MARKS)**

1. You are the Human Resource professional responsible for human resource planning at a major Kenyan Insurance provider Britam. Environmental scanning is critical component of Human Resource Planning. Which environmental factors would you monitor as part of your responsibility for Human Resource Planning? [5 marks]
2. Organizations operate in a changing environment. Consequently human resource requirement also change continually. Changes in product mix, union agreements, and competitive actions are some of the important things that need special attention. Human Resource requirements needs to be translated into a concrete Human Resource Plans.

Discuss the Human Resource Plans that need to be translated and backed up by detailed policies, programs and strategies. [10 marks]

**QUESTION THREE (20 MARKS)**

1. Briefly describe the techniques used to forecast the supply of the employees within the organization. [10 marks]
2. Explain how barriers to manpower planning can be overcome. [5 marks]

**QUESTION FOUR (20 MARKS)**

Hellen is the Director of Human Resource at a management consulting firm. Due to the technological change and financial constraints the organization is planning to use redundancy in order to reduce number of employees. As a Human Resource Manager it is her duty to provide and exit all the redundant employees comfortably. As a Human Resource Manager, discuss how you would handle redundancies since they are inevitable within the organization. [15 marks]