

EXERCISE IN HR ISSUES

Exercise 1

- (I) Design a structure of a Department (named) you intend to establish in your company
- (II) Prepare a Plan of the Human Resources that will be required for the department indicating:
 - Key jobs in the department
 - Brief Job Descriptions for the key jobs
 - Brief Job Specifications for the key jobs
 - Total number of personnel required for the department

Exercise 2

You are planning to create position of **Marketing Director** to oversee the marketing of company's products and services.

Conduct rapid Job Analysis of the position of Marketing Director and summarise:

- (I) The Job Description for the position
- (II) The Job (Person) Specification for the person who would occupy this critical position

Exercise 3

A recent Training Needs Assessment (TNA) exercise revealed that frontline staff are weak in Customer Handling knowledge and skills when marketing your products and services to farmers.

Design a comprehensive training programme for the staff clearly stating:

- (I) Purpose of the training programme
- (II) Specific objectives of the programme
- (III) Key areas that will be addressed
- (IV) Methodology in training
- (V) The duration of training

Exercise 4

You intend to engage an Executive Selection firm to recruit and select an Agronomist for your company. Prepare a brief Requisition Document you will want them to use which should include:

- (I) Job Description for the position
- (II) Job (Person) Specification for the targeted personnel
- (III) Selection devices they must use to recruit and select the right candidate and why?