



International
Labour
Organization

SCORE

EXPERIENCES

Workforce
management
for cooperation
and business
success





LATER IN THE MEETING ROOM...

GOOD AFTERNOON, I WOULD LIKE TO SEE ALL IMPROVEMENTS THAT HAVE BEEN IMPLEMENTED ACCORDING TO OUR ENTERPRISE IMPROVEMENT PLAN.

WE ARE PROUD TO INFORM YOU THAT WE HAVE DESIGNED AND BUILT A WORKFORCE MANAGEMENT STRATEGY FOR COOPERATION AND BUSINESS SUCCESS IN WHICH ALL PARTICIPATE.

LET'S BEGIN THE PRESENTATION, ALL MEMBERS OF THE ENTERPRISE IMPROVEMENT TEAM ARE READY.

THE WORKFORCE MANAGEMENT PLAN NEEDS TO BE ALIGNED TO THE OVERALL BUSINESS OBJECTIVES. THE FOCUS IS ON GETTING THE RIGHT PEOPLE IN THE RIGHT PLACE AT THE RIGHT TIME.

WHEN THINKING OF DEVELOPING HUMAN RESOURCE MANAGEMENT, IT IS IMPORTANT TO BE GUIDED BY 5 STRATEGIC STEPS:

- STEP 1: DEFINE STRATEGIC BUSINESS OBJECTIVES
- STEP 2: IDENTIFY A SUITABLE ORGANIZATIONAL STRUCTURE
- STEP 3: EVALUATE FUTURE HUMAN RESOURCE NEEDS
- STEP 4: CONSULT WITH THE WORKFORCE ABOUT NEEDS AND STRATEGIES
- STEP 5: IMPLEMENT THE HUMAN RESOURCE STRATEGY

AS A WORKER REPRESENTATIVE, I WILL TELL YOU ABOUT STAFF DEVELOPMENT POLICIES AND THEIR BENEFITS.

POLICIES:

- PROMOTE SKILLS DEVELOPMENT TO WORKERS THAT WILL FULFIL THE EXPECTATIONS OF THEIR ROLE AND PERSONAL CAREER GOALS.
- GIVE WORKERS THE SPACE TO PARTICIPATE IN THE DECISION-MAKING PROCESS AND TO BE RESPONSIBLE FOR THEIR JOBS.

BENEFITS:

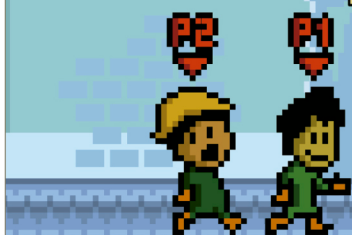
- ENABLES WORKERS TO ACQUIRE THE SKILLS NEEDED TO PERFORM THEIR JOBS IN A CHANGING WORK ENVIRONMENT.
- ENABLES WORKERS TO BECOME MORE PRODUCTIVE, EFFICIENT AND LESS RESISTANT TO CHANGE BECAUSE THEY ARE INVOLVED AND HAVE MORE JOB SATISFACTION.
- RESULTS IN EMPOWERMENT: WORKERS DESIGN THEIR PERSONAL DEVELOPMENT PLAN TOGETHER WITH THEIR MANAGER.

I KNOW THIS FACTORY LIKE THE BACK OF MY HAND AND HAVE BECOME AN EXPERT IN THE PROCESS OF STAFF INDUCTION. I WILL SHARE WITH YOU THE IMPORTANCE OF THIS PROCESS TO STRENGTHEN HUMAN RESOURCE DEVELOPMENT.



• FIRST: HOW TO INTRODUCE NEW WORKERS?

carry out a walkthrough with the new worker.



Introduce the new workers to the other team members, co-workers, supervisors, managers etc.



Provide an induction package that includes a map, policies, etc.

1. Commitment to workers (statement)
2. Expectations of workers
3. Rules and regulations
4. Work hours (normal and overtime conditions)
5. Wages and benefits
6. Leave entitlement
7. Pay slip explanation
8. Grievance procedures



AND THERE ARE MANY BENEFITS:

HELPS FAMILIARIZE WORKERS WITH THE POLICIES AND PROCEDURES OF THE ENTERPRISE. ☒

ENSURES THAT WORKERS HAVE ALL THE INFORMATION AND TOOLS THEY NEED TO START WORKING. IMPROVES INITIAL PRODUCTIVITY. ☒

DEVELOPS LONG-TERM COMMITMENT. ☒

PROVIDES GOOD WORKING CONDITIONS FROM THE START. ☒

TRAINING IS ESSENTIAL TO ENSURE THAT WORKERS CONTINUE TO HAVE THE RIGHT SKILLS FOR THEIR JOBS.

A KEY OBJECTIVE OF TRAINING IS TO IMPROVE PERFORMANCE IN A SPECIFIC JOB BY INCREASING WORKERS' SKILLS AND KNOWLEDGE.

TECHNOLOGICAL CHANGES, JOB REDESIGN AND PROMOTIONS MAY CREATE THE NEED FOR NEW SKILLS FOR WORKERS.



TRAINING IS NOT SIMPLY LIMITED TO TECHNICAL SKILLS, EMPLOYEES SHOULD ALSO BE TRAINED REGULARLY ON ENTERPRISE POLICIES AND THEIR RIGHTS AND OBLIGATIONS IN THE WORKPLACE.



FOR EXAMPLE, THERE SHOULD BE A REGULAR TRAINING PROGRAMME ACROSS THE ENTERPRISE WITH RESPECT TO THE ELIMINATION OF DISCRIMINATION, BULLYING AND HARASSMENT IN THE WORKPLACE.



TRAINING SHOULD ALSO REGULARLY OCCUR REGARDING OCCUPATIONAL SAFETY AND HEALTH AND THE UTILIZATION OF GRIEVANCE PROCESSES TO RAISE CONCERNS AND IDEAS FOR IMPROVEMENT.



THE PRIMARY BENEFIT OF TRAINING IS CONTINUOUS IMPROVEMENT. WORKERS WILL BE MORE EFFICIENT. TRAINING MEANS MULTI-SKILLING.



TRAINING WORKERS DEMONSTRATES THE ENTERPRISE'S COMMITMENT TO DEVELOPING AND RETAINING ITS WORKERS...



WHICH INCREASES THEIR MOTIVATION. WHEN WORKERS LEARN HOW TO WORK MORE EFFECTIVELY, THEY ARE MOTIVATED TO IMPROVE PRODUCTIVITY AND COMPETITIVENESS, WHICH IN TURN INCREASES THE ENTERPRISE'S ABILITY TO PROVIDE BETTER WORKING CONDITIONS.



