

CAREER PLANNING & MANAGEMENT

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Meaning Career Planning

- It is the systematic process by which one selects career goals & the path to these goals.
- It involves designing an organizational system of career movement & growth opportunities for employees from the employment stage to the retirement stage.
- It is a managerial technique for mapping out the entire career of young employees.
- It requires discovery, development, planned employment & reemployment of talents.

Characteristics of Career Planning

- It is a process of developing human resource rather than an event.
- It is not an end in itself but a means of managing people to obtain optimum results.
- A continuous process because of ever changing environment.
- A responsibility of an organization to provide guidance & counseling to employees.
- Goals of employees should be integrated with the organizational goals.

Process of Career Planning

The career planning process generally involves the following steps:

- Identifying individual needs & aspirations: an analysis of hopes & aspirations of different categories of employees. For this purpose, human resource inventory of the organization & employee potential is ascertained.
- Analyzing career opportunities: the organizational set up, future plans & career system of the employees are analyzed to identify the career opportunities available within it.

- Identifying match & mismatch: a mechanism for identifying comparison between individual current aspirations & organizational career system is developed to identify & compare specific areas of match & mismatch for different categories of employees.
- Formulating & implementing strategies: strategies & action plans for dealing with mismatch are formulated & implemented. T&D of suitable people, so as to meet the needs of both the individuals & the organization.
- Reviewing career plans: a periodic review of career plans is necessary to know whether the plans are contributing to effective utilization of human resources by matching employee objectives to job needs.

Making Career Planning Successful

1. Top management support
2. Growing organizations
3. Clear goals
4. Motivated & hardworking staff
5. Proper selection
6. Fair promotion policy
7. Management of career stress
8. Continuity

Succession Planning

1. A succession plan involves identification of vacancies that are likely to occur in the higher levels & locating the probable successors.
2. The purpose of succession planning is to identify & develop people to replace current incumbents in key positions in cases of retirement, resignations, promotions, growth, expansion & creation of new positions.
3. Succession by people from within provides opportunities to employees for progress in their careers.
4. Succession planning motivates employees & facilitates continuity of the organization.