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Name: SAQIB SOHAIL

ID No. 17012

**MBA (02 Years), HR Specialization
1st Semester**

QUESTION NO. 03 Describe five competencies which you think are important for employees. Justify your answer?.

ANSWER. Five competencies are important for employees due to lack of these competencies a department can not succeed and never get up in the field of success which is the main object of a company:-

1. **Team Work.** The majority of careers is due to team work together are so harmonious and more profitable. Even someone work alone or directly, it shows that the employee communicate ideas and collect a picture from the task or project use in the organization. Moreover, team work creates the sense in employees to connect idea with each other and share their experience for receiving their goal and graciously shares. Team work required excellent communication skills as well as problems solving solutions which the employees need.
2. **Responsibility.** Responsibility is the ability for the job to take on certain level due which the candidates feel comfortable and making good decisions for ownership of their job. In recruitment level the trainer want example for their job responsibility but in senior level the employees have responsibilities to shows the same what is expected from them. It help to instruct the employees or train to how will work under stress and how to resolve your tasks in different/ critical conditions.
3. **Commercial Awareness.** Commercial awareness is the sense where employees understand how their business work as they have really role within it. Mostly, in this stage business want to keep industrial doc well updates up to time. Including marketing trends, customer demographic, technical advances, and the success and

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failures of competitors. To improve commercial awareness, properly check the latest observation and news for self preparation against the competitors. Get experience if you understand the role you can develop further the employers.

4. **Decision Making.** Decision making is the way where best possible decisions required in short amount of time by gathering information, seeking opinions, analyzing with suitable effective solution. Decisions must be good to often very complex and possible outcomes and recruiters will examine your decisions and get train from your experience.

5. **Communication.** Excellent communication skills are essential in any role any where in jobs or other then job to attract your communicators. Communicators must realize your values and professional experience from your communication and denoted your level of experience. Generally, employers are looking for good written and verbal communication skills. Sometimes they will scrutinize your presentation and listening skills, information provided secure and the colleges must have satisfied.

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QUESTION NO.01. Suggest a Talent Management System by describing the four steps process of creating Talent Management System.?

ANSWER. Talent Management is the procedure of a system good efficiency work, here we will describe the following Four steps which are suggested for Talent Management System given below:-

1. **Recruitment.** This step is belong to the identification of the key leverage skill sets required for company to move the company upward. You need best business plan more stronger and also to set good description. This information will be used at the time when a company planning for recruitment. Following must be address according:
 - (a) Ready to assist new workers with transition into the company.
 - (b) Polices regarding employee orientation plan, culture, working environment and specific job condition.
 - (c) Set up idea for efficiency and performance of first three months of tenure.
 - (d) Polices regarding result on employee recruitment and orientation.
 - (e) Behavior based plane that interviewing the candidates and selection order the best one.

2. **Retention.** Retention of those best selected candidates in company for good work and the task best done through providing sufficient remuneration. Following will make sure:
 - (a) Employees fit into the cooperation level either he clearly understand the ideas and share the same behaviors, motives, process and working conditions with colleges.

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- (b) Employee commitment to the company and to the workers.
- (c) Good dealing with seniors and juniors to ensure the good ways for difficulties and for taking quick decision.
- (d) Involving in decision making within the area of their responsibilities and role of the management.

3. Development. Development deals with company or organization growth and provides opportunities to the employees for development which is basic need. Most of the companies are not in passion to provide the same opportunities which is necessary for development due which they get fail. Development take place whenever employees unknown that what the company required and such as what the employees required. The company is responsible to develop the technical knowledge and scale of employees for best career.

- (a) Scheduled of development opportunities i.e teamwork, training, mentoring nad rotation of job from function to another.
- (b) Thoroughly checking of employees profile either the productivity is equal to his performance?

4. Performance. This main step due which we can identify the work of the employees. Measuring performance allows getting a big picture to illustrate talent which helps employees do their works. You needs to ensure the following:

- (a) Set up mind of the employees that roles of company must be ensure alignment of strategy toward function.
- (b) Gather employee feedback.
- (c) Check accountability results for company and employees profits.
- (d) Provision of awards and bonuses for better performances of the employees.

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QUESTION NO.02. Creation of continuous value for stakeholders is main factor for maintaining competitive advantage. Regardless of economic conditions are the makeup of the workforce, there will always be a demand for superkeepers as Keepers and solid Citizens to stop key positions. Discuss the current trends or forces which can impact talent management in organizations, also suggest strategies for managing those trends.

ANSWER. The talent management in organization are based on co-operation with the workforce. The stakeholders is the main factor to introduce the profitable ways with employees and for best economical conditions. They will get upgrade the product and shaped the new attractive trend for attraction of solid citizen and superkeepers. For these talent managing system we will discuss some easy and useful strategies of the trends and forces which impact talent management in company:-

1. EXCELLENT IMPACTS OR TRENDS WHICH CAN INFLUENCE THE TALENT MANAGEMENT

(a) **In Opportunity-Seeking Workforce.** In engaging and keeping its key personnel of the department. Organization must be keep the way to inform the general workforce about their vacant and the internet access have the possibilities to given an opportunities to company for apply of good work force. After enroll the company will also responsible to create useful training environment for upgrading good technical skills of works. Maintaining of his learning courses for maintaining employee's talent and also provide good salary with bonus packages for their satisfaction and engagement.

(b) **Balancing Work Life.** Well balancing become the profit of the company. Organizations will be increasingly dependent on contingency workers to fulfill the needs of employees and their families. Provision of

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more flexible environment which helps employees mutual cooperation i.e job sharing, technological works and such other things.

(1) EXECUTIVE REPLACEMENT

In this stage the workers have the opportunities to continue the work after retiring period as the retirement trend is earlier. Superintenders in their talent have the power to recognize the talent pool and develop the people well from their own experience. Which proves useful for company working and productivity resources.

(2) RISE OF SMALL BUSINESSES

Rise of small businesses happened now a days and their growth rate become accelerated which becomes the market more complex. 40% of employees work in corporations having fewer than 500. It is therefore, due these organizations have no typical talent management system in the modern human resources. These small businesses get rise. The employees then be able to compete for key talent resources with the large organization.

(3) HUMAN RESOURCES PROFESSIONAL IN THE CHANGING OF ROLE

Human resources professionals become more concerned with the whole employees. Their administration will be extended to providing all kinds of employees services from coaching, training and such implementation, work life programs in to attract the key employees. In primary condition professionals will become more talent management for future human resources. The good technical skills come forward in the employees with the needs of their personal resources packages, salary, health and such others. Human resource professionals will become human capital advocates.

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2. STRATEGIES FOR DEALING WITH TALENT MANAGEMENT

Following is essential for these strategies dealing with talent management

- Coaching (for retention)
- Outsourcing and outsourcers
- Succession planning
- Developing leadership through competencies
- Employment Branding Strategies

(a) Coaching. This method the training method through which the individual get training toward his job. The company is responsible to arrange the such programs for getting employees well expert towards there jobs and work requirement. Its mean that coaching stand profitable for both the individual as well as to the company. Because if the trained and well expert workers join the task, it grave up with good deficiency so the company will get positive and more profit.

(b) Outsources And Outsourcers. Outsourcing business functions are increasing by the organization and eliminating the department the historically ran those functions. Due to this activities of source attract the outdoor contractors towards the company any they choose the offers regularly.

(c) Succession Planning. Succession planning depend on the key employees, these key employees get creamily well expert about his jobs. They knows how to do work under stress and emergency condition. So therefore, the well trained and expert accurately manage plan of success of a task. Succession planning process that include individualized prescriptions for mentoring, training and coaching are mandatory preventatives for key positions gaps.

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(d) **Developing Leadership Through Competencies.** Succession planners must find ways to prepare the next wave of leaders to operate effectively in various cultures. More and more focus will be on the competencies needed to lead teamwork and coaching. Due to these they get himself on base of success.

(e) **Employment Branding Strategies.** This strategy deals with the corporation of the company which depend on quality of the companies products. Mostly the branded products attract the superkeeper, therefore, the companies common preparing branded verities for good business sales.

we disclose why talent management is a worth while investment, highlighting the impact of talent management strategy on financial, organizational and human resource outcomes. the talent management we revealed with a strong focus on corporate strategy have a satisficatically significant, positive impact on corporate profit.

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