

KENDRIYA VIDYALAYA NO . 2 BHOPAL

LESSON PLAN

CLASS – XII

TOPIC – STAFFING

PERIODS REQUIRED - 16

Gist of the lesson	Targeted skills	Targeted learning outcomes	Activities planned	Assessment Strategies Planned
Concept and importance of staffing	Understanding	• Understand the concept of staffing. • Explain the importance of staffing	• Case studies • Introducing real life examples	1. Slip test 2. MCQ 3. Quiz 4. Class test 5. Case study based questions 6. Measuring Attainment Of Learning Objectives (see below) 7. Worksheet (see below) 8. Home assignment (see below)
Staffing as a part of Human Resource Management concept		• Understand the specialized duties and activities performed by Human Resource Management		
Staffing process		• Describe the steps in the process of staffing		
Recruitment process		• Understand the meaning of recruitment. • Discuss the sources of recruitment. • Explain the merits and demerits of internal and external sources of recruitment.		
Selection - process		Observational	• Understand the meaning of selection. • Describe the steps involved in the process of selection.	
	Application	• Understand the concept of training and development. • Appreciate the importance of training to the organisation and to the employees. • Discuss the meaning of induction training, vestibule training, • Apprenticeship training and internship training. • Differentiate between training and development. • Discuss on the job and off the job methods of training.	• Asking student for Collecting newspaper cutting for advertisement of jobs and reading from the ads what type of requirement of a company and how they will select a person and steps involved in selection.	
Training and Development - Concept and importance, Methods of training - on the job and off the job - vestibule training, apprenticeship training and internship training	Analytical skills			

ACTIVITIES PLANNED

Mock interviews

Advertise a post in your class and organize a mock interview following all the steps in the process.
Ask students to fill in an application form
Classify/ scrutinize on the basis of some criteria and select for next stage
Organize a written test and select for next stage
Organize an aptitude test and select for next stage
Organize a skill test and select for next stage
Organize an interview for the students
Finalize the list of interviewed students
Give a job offer to selected candidate
Take an acceptance letter from the selected candidate if he is willing
Organize an orientation session

Instructional aids	• Chalk board, • Duster • Pointer • Led projector • Internet connection
Class transaction	Total: 16 periods (approx. 40 min each)
Transaction methodology (the teacher can use the mentioned techniques, wherever applicable, and can use any other too.)	Transaction would proceed in the following manner :- Strategy used: inductive and deductive reasoning, brainstorming, graphic organizer, think pair and share: In this activity, students think about a particular question individually, then they form pairs to discuss their answers. Following this, the results are shared in a large classroom discussion. Alternatively, two pairs of students can pair up to compare and discuss answers. This process forces students to think individually, and then allows them to analyse and clarify their response collaboratively. Brain storming: In this activity, students are asked to generate ideas on a certain topic, category or question while facilitator facilitate and record the answers on the board. Inquiry based learning: inquiry-based learning uses different approaches to learning, including small-group discussion and guided learning. Instead of memorizing facts and material, students learn by doing. This allows them to build knowledge through exploration, experience, and discussion. Inductive and deductive learning: in inductive type students proceed from particular to general statement (example to formula) and in deductive type students proceed from general to particular. Students are given formula and they solve problems using them. Muddiest point: check comprehension and identify confusion, what was most confusing about the material? Brain storming-the class would start with a discussion on what the students have already learnt in the previous classes and hence what is it that they would learn now. They would also be told the significance of the topic that they would be studying. Introduction of the topic - PPT and digital content would be shared Guided practice followed by independent practice- NCERT questions to be discussed in the classroom. Techniques to be used: 1. Quiz 2. Daily practice problem 3. MCQ 4. Peer assessment 5. Case studies 6. Any other
Resources	Text book: • NCERT text book E-resources • PPT • YouTube • Short films
Self-study, home work, assignments	Independent practice: students would do some questions from NCERT in their homework notebooks and later try to solve the questions asked in the

	previous year question papers and also the question given in the sample papers This would enable them to prepare for the board exam level of questions and test their mental skills It is also advised that the students come to the class with proper background knowledge of the topic under discussion. They can refer to the resources stated above.
Addressing classroom diversity	Due to various social backgrounds and multiple intelligences, the classroom might be a diverse arena. The following techniques can be used for various groups: For gifted students: • Encouragement for referring other resources • Using NCERT and other relevant web sites for preparation material For weak students: • Buddy help to be provided • Provide grade-up classes • Adopt an easy to difficult method of concept learning For differently abled students: • Ignore spelling mistakes • Call parents at regular intervals • Care for them on one to one basis • Provide grade-up classes
Measuring attainment of learning objectives	Low order thinking skills questions Q Explain the internal sources of recruitment? Q Explain the external sources of recruitment? Q Name the concept related to searching for prospective candidates? Q Give any two methods of external recruitment? Q Name the method of training suitable for plumber electrician and iron workers .explain the method? Q Define job analysis? Q Define job specification? Q What is meant by orientation of employees? Q What is meant by employee development? Q Explain in brief different types of financial incentives? Q Explain in brief any three non-financial incentives? High order thinking skills based question Q Why selection is called a negative process? Q Which trade test conducted in the process of selection? Q State the steps in the selection procedure after employment interview and before the job offer? Q Name the concept which relates to forecasting and assessing manpower needs? Q Our assets walk out of the door each evening we have to make sure that they come back the next morning this statement relates to which function of management .explain the importance of this function? Q Out of human resource management and staffing which one is wider?

HOME ASSIGNMENT

1. Define 'workforce analysis'.
2. Define 'selection'.
3. Biru nandan, chairman of Lalit group of companies founded 'Biru University' for undergraduate and postgraduate courses in diverse disciplines. The information technology department of the Lalit power ltd., had few vacancies related to cyber security. The human resource department of the company decided to recruit fresh engineering graduates from 'Biru University' for the same.

Identify the type of source Of recruitment.

4. Nisha Seth was working as a human resource manager in a famous consultancy firm, KLI global services. Her job included preparing job descriptions, recruitment, developing compensation and incentive plans and facilitating employee learning. They had entered into alliances with institutes to ensure continuous learning of their employees. With the jobs becoming more and more complex, KLI global services invested large amount of money in making the employees learn the skills necessary to complete the jobs.
State by giving any five points, how this investment is likely to benefit the organisation.
5. State the steps in the selection procedure, after the employment interview and before the job offer.
6. 'Mega industries ltd.' approached a well-established university in the city of Madurai to recruit qualified personnel for various technical and professional jobs. They selected Tanya, Rita, garima and Chetan for various vacancies in the organization. After the selection and placement, 'mega industries ltd.' felt the need to increase the skills and abilities, and the development of the positive attitude of the employees to perform their specific jobs better. The company also realized the learning new skills would improve the job performance of the employees. Hence, the company decided to take the actions for the same.
 - (a) Name the step of the staffing process regarding which the company decided to take action.
 - (b) State the benefits of the action to 'mega industries ltd.'
7. Why is 'aptitude test' conducted in the process of selection?
8. Bhagwat Enterprises is a company engaged in the marketing of air-conditioners of a famous brand. The company has a functional structure with The four main functions- purchase, sales, finance and staffing. As the demand for the product grew, the company decided to recruit more employees.
Identify the concept which will help the human resource manager to find out the number and type of personnel available so that he could decide and Recruit the required number of persons for each department.
9. Explain briefly 'casual callers' and 'labour contractors' as external sources of recruitment.

WORKSHEET

Staffing has been described as the managerial function of

Importance of Staffing

Proper staffing ensures the following benefits to the organization:

1.

2.

3.

4.

5.

Staffing as part of Human Resource Management

Human Resource Management includes many specialized activities and duties which the human resource personnel must perform. These duties are:

1.

2.

3.

4.

5.

6.

7.

8.

Evolution of Human Resource Management

Staffing Process

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Aspects of staffing

There are three aspects of staffing:

- a. _____
- b. _____
- c. _____

Recruitment

Recruitment has been defined as

Sources of Recruitment

The various activities involved with the process of recruitment includes :-

- a. identification _____
- b. assessment of _____
- c. choosing the _____
- d. inviting _____

There are two sources of recruitment – _____ & _____

Internal Sources

Types of Internal Sources

1. _____

2. _____

Merits of Internal Sources

1. _____
2. _____
3. _____
4. _____
5. _____

Limitations of Internal Sources

1. _____
2. _____
3. _____
4. _____
5. _____

External Sources

The commonly used external sources of recruitment are discussed below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Merits of External Sources

1. _____

2. _____

3. _____

4. _____

Limitations of External Sources

1. _____

2. _____

3. _____

4. _____

Selection

Process of Selection

The important steps in the process of selection are as follows:

1. _____

2. _____

Important Tests Used for Selection of Employees:

- a. _____

- b. _____

- c. _____

- d. _____

- e. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Training and Development

Importance of Training and Development

Benefits to the organization

1. _____

2. _____

3. _____

4. _____

5. _____

Benefits to the Employee

1. _____

2. _____

3. _____

4. _____

Training, Development and Education

Training

Education

Development

Training Methods

1. _____
2. _____

On the Job Methods

1. _____

2. _____

3. _____

4. _____

Difference between Training and Development

TRAINING	DEVELOPMENT

Off the Job Training

1. _____

2. _____

3. _____

4. _____

5. _____

