



Daffodil
International
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An Analysis of the Human Resource Management Practices of RS Plastic Limited

Submitted to

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Submitted by

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Date of Submission: 27/11/2024

Letter of Transmittal

Dr. Mohammed Masum Iqbal
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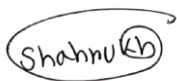
Subject: Submission of Internship Report entitled "An Analysis of the Human Resource Management Practices of RS Plastic Limited"

Dear Sir,

I'm happy to present my internship report on "An Analysis of the Human Resource Management Practices of RS Plastic Limited" which is part of my BBA program in the Department of Business Administration. I finished the report on time and met all the set goals. Besides the academic knowledge gained, this internship and writing the report helped me better understand the assessment process and the assessor's independence.

It should also be noted that I would not be able to prepare this report without your guidance and assistance. I will be delighted to respond to any questions you may have about the report.

Sincerely Yours,



Syed Shahrukh Haider
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Letter of Acceptance

This is to certify that the internship report entitled ‘An Analysis of the Human Resource Management Practices of RS Plastic Limited’ is prepared by Syed Shahrukh Haider, ID: 163-11-5291, Major in HRM, as a requirement of the Department of Business Administration and the Faculty of Business and Entrepreneurship at Daffodil International University.

The report is recommended for submission.



Dr. Mohammed Masum Iqbal

Professor

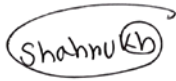
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Student Declaration

This is to formally declare that the report titled “An Analysis of the Human Resource Management Practices of RS Plastic Limited” has been submitted by me following the completion of all my courses under the supervision and guidance of Dr. Mohammed Masum Iqbal, Professor, Daffodil International University. To confirm that this paper is the original work, prepared solely for academic purposes as part of my BBA program, and it is not intended for use in the actual market.



Syed Shahrukh Haider

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Acknowledgement

To complete the criteria of the BBA internship program, a report titled " An Analysis of the Human Resource Management Practices of RS Plastic Limited " was written. Many individuals and organizations provided me with excellent guidance, oversight, and collaboration while I prepared this report. My experience with this internship has been excellent since it has allowed me to gain insight into the actual world outside of the classroom. In addition to greatly enhancing my interpersonal and self-confidence, I have gained a great deal of knowledge about the workplace. This is my opportunity to sincerely thank everyone who helped make this report practical without their assistance.

Executive Summary

The report entitled an Analysis of the Human Resource Management Practices of RS Plastic Limited. The report was completed using both primary and secondary data sources. To gather enough information for my report, information has been taken from RS Plastic website and Human Resource department. The opportunity to intern at RS Plastic Limited provided the foundation for this internship report, which is based on practical work experience gained during the placement.

This report covers the overall Human Resource Management Practices of RS Plastic Limited. Some information included like about company, their mission, product and more. From the Human Resource Management Practices, the report includes the recruitment process, selection process, training and development procedures, and performance appraisal methods of RS Plastic Limited. At the time of analyze the report, some problems have been found like some problem in internal recruitment, lack of connection in training season, lack of IT knowledge among most of company's employee, zero educational background of worker level employee and more. To overcome these problems some recommendation has been suggested like to solve recruitment problem based on company needed, by hire some training specialist and they have to ensure well decorated training room as well as good facility, in every program they should add some IT based training and HR must consider a minimum educational level to recruit and select for the worker post.

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Chapter-1

Introduction

1.1 Introduction

The phrase "Human Resource Management" (HRM) refers to all of the formal processes designed to assist in managing stakeholders, including employees, inside a business. The three primary responsibilities of human resource management are hiring, paying, and assigning tasks to workers. Finding the most effective strategy to boost an organization's production through its workforce is the ideal function of HRM. The HRM function is not likely to change significantly, despite the corporate world's ever-increasing rate of change.

In addition to managing hiring new hires, human resource management also manages layoffs for businesses looking to reduce staff. HR management is also in charge of orientation programs, which serve to acquaint new hires with the policies, aims, and objectives of the organization. Management of human resources ensures that workers in an organization operate smoothly.

1.2 Background of the study

After complete the BBA program, internship give us to feel the practical knowledge about the actual job market. After gain this real experience, a student must ready an internship paper under a supervisor to identify the internship effort. The opportunity to work as an intern at RS Plastic Limited allowed for hands-on experience, with guidance and direction throughout the report-writing process provided by supervisor Professor Mohammed Masum Iqbal. Through detailed discussions with the HR team and Manager at RS Plastic Limited, information is gathered and used to create this internship report. Some of skills have improved and the confidence in the job has grown during the internship. During this internship period, fresh knowledge and some initial experience were gained. The report draws on an academic background, practical experience, and skills acquired from various training sessions, workshops, and seminars.

1.2 Objectives of the Study

The objectives of the study are followings:

- To analyze the human resource management practices of RS Plastic Limited;
- To identify problems regarding to the human resource management practices of RS Plastic Limited;
- To make some recommendations to overcome the problems;

1.3 Methodology of the Study

This report followed a methodical process from topic selection to final report creation. Identifying and gathering data was one of the most crucial components. Both primary and secondary data were examined in order to compile this study, and the results are listed below:

1.3.1 Nature of the Study

The internship report presented the human resource management practices of RS Plastic Limited. The nature of the report contains data from across the organization and some data from the web. Considerable effort was made to enhance the quality and content of this document.

1.3.2 Sources of Data

Data and information for the study were collected from both primary and secondary sources.

Primary Data

- A discussion session with the HR division
- Work experience
- Files and papers given by department.
- Questionnaire

Secondary Data

- Employee's job description
- Websites

1.3.3 Target population

The target population for the human resource management practices of RS Plastic Limited would include:

- Management and Leadership: Managers and leaders inside the company.
- Employees of the Organization: Staff members who want to understand to HR processes.
- Future Employers: Potential employers who may join the company.

1.3.4 Method of Data Collection

For the right data collection some method used in this report. They are –

Questionnaires: For human resource management practices some question has been asked to HR and employees.

Observations: Training and Development method has been observed.

1.3.5 Sample Size

For this internship report 16 respondents have been used to know the human resource Management Practices of RS Plastic Limited. The target population includes employees of RS Plastic Limited, such as the company CEO, 2 members of the HR team, the finance and marketing manager, 4 regional managers, 3 supervisors, 2 trainers, and some workers who provided the necessary information.

1.3.6 Sampling Method

To ensure reliable information systematic sampling method (where questions are asked one by one to individuals) has been used in the report, where dealing with employee from RS Plastic that have a clear order.

1.4 Limitation of the Study

Everyone from RS Plastic was incredibly amiable and eager to assist. But because it's a manufacturing company, they had too many responsibilities. They were unable to provide me with sufficient time to provide me with the necessary knowledge and direction as a result. In addition, the environment they operate in is very competitive and focused on financial activity. Every task has an issue and a limitation. Although there were no significant problems, there were several restrictions for the reporting period, as shown below:

- Lack of proper time is one of the major limitations for preparing this report.
- Lack of enough experience
- I have got my necessary information but some information is not given to me because of privacy of the company
- Some important concepts of HRM are not followed in this organization.

Chapter 2

Company Overview

2.1 About RS Plastic

RS Plastic display prop is a one-stop shop for integrated services that offers space design concepts and a wide range of services, such as consultancy, bespoke fixture and display system supply, warehousing, and distribution. The main office, which is situated in Kamrangir Chor, Dhaka. Because Display Warehouse is entirely owned and run in Dhaka, we are able to concentrate on providing exceptional efficiency and customer service. We can help find an outstanding result for any project, no matter how big or small. Please contact us with any questions, requests for ideas, or suggestions. We take the time and care to attend to order at every stage. Our goods and services are highly well-liked by customers. To ensure that you receive your products on time and in the condition that you would expect, we pack your purchase with the utmost care. We will give you the courteous, efficient, and knowledgeable service you need if we are fortunate enough to win your business. Furthermore, in the improbable event that a shipment or order has a problem, we'll work quickly and at no cost to you to fix it. Our personal promise is that we will go above and above to ensure that you are satisfied with the service you receive.

Since the company's founding in 1996, RS Plastic has upheld integrity, practicality, quality, and innovation in business practices. Our goods and services are highly well-liked by customers and we have established a stellar reputation for high quality among retailers and well-known brand companies, with whom we have grown to be a long-term supplier. Our drive at "RS Plastic " comes from our customers' satisfaction, and we move forward in response to the needs of the times. RS Plastic is a friendly place for business friends and domestic. (about/rs_plastic, n.d.)

2.2 Our Mission

Our mission is to provide you with high-quality items that are supplied on-demand, together with industry-best customer service at a price that is competitive and unmatched in effectiveness.

2.3 Our Vision

The priority, now and in the future, is in establishing and maintaining a relationship based on trust and faith with every consumer by becoming an integral part of every household.

2.4 Our Capabilities

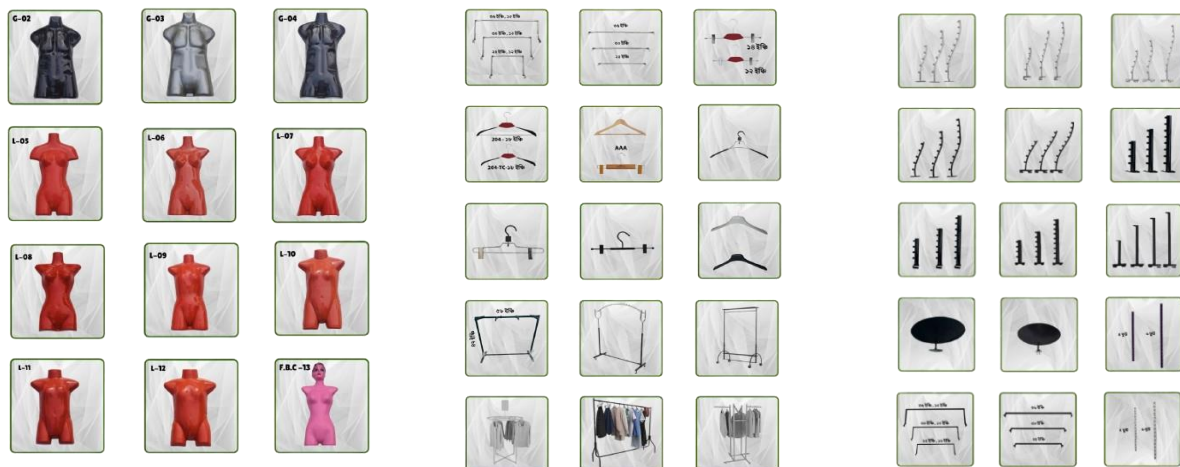
RS Plastic display prop is a one-stop shop for integrated services that offers space design concepts and a wide range of services, such as advice, the delivery of custom fixtures and display systems, warehousing, and distribution. The main office, which is situated in Dhaka. At RS Plastic client satisfaction serves as our driving force, and the needs of the modern world direct our course. RS Plastic welcomes friends for business, both domestically and internationally. Our goods and services are highly well-liked by clients in the sector, and we have established a stellar reputation for high quality with retailers, well-known brands, and other businesses. As a result, we have been their trusted suppliers and partners for a very long time!

2.5 Our Promise to You

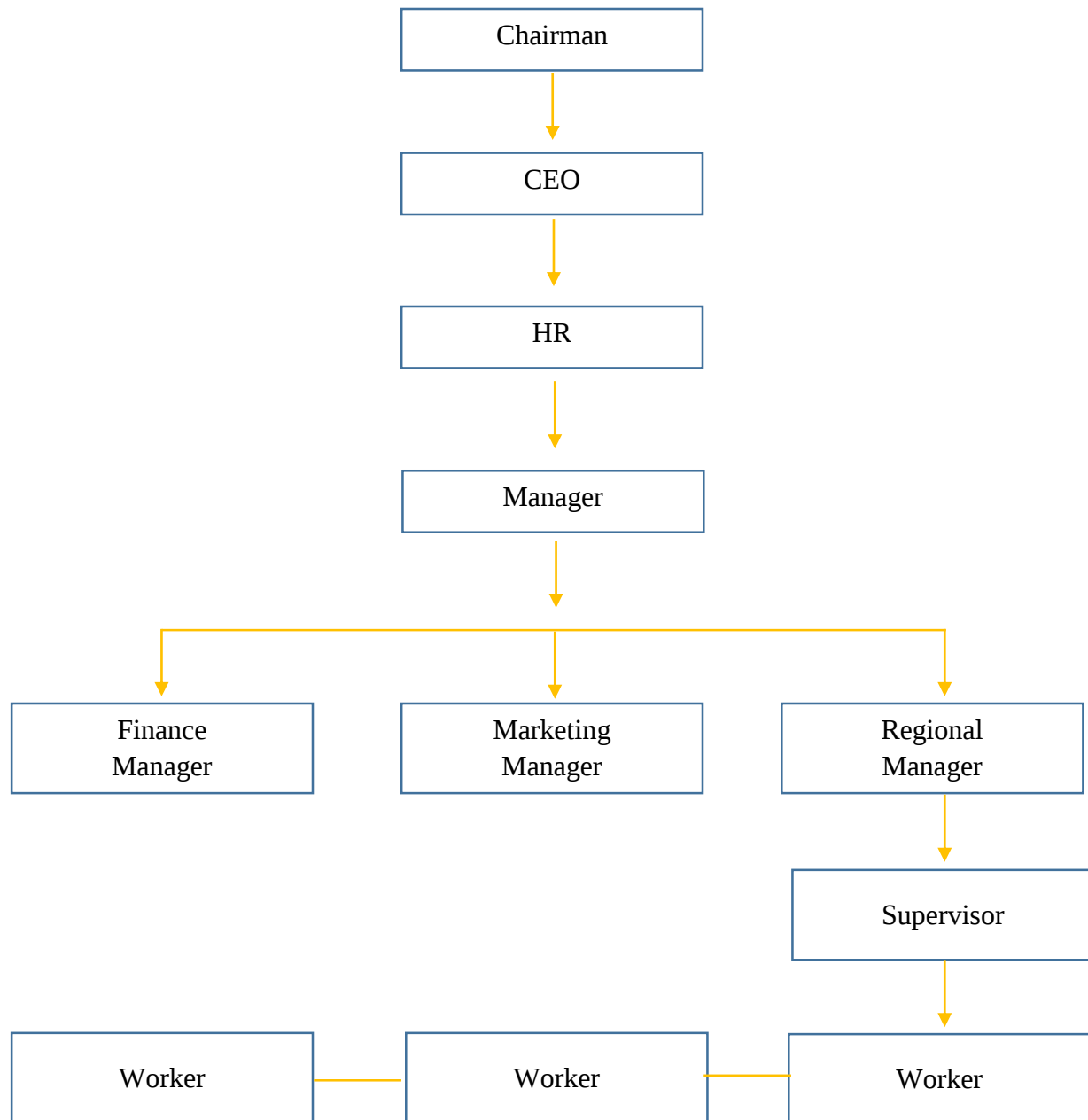
We will give you the courteous, efficient, and knowledgeable service you need if we are fortunate enough to win your business. Furthermore, in the improbable event that a shipment or order has a problem, we'll work quickly and at no cost to you to fix it. Our personal promise is that we will go above and above to ensure that you are satisfied with the service you receive. We are a top choice for many businesses because we prioritize the needs of our clients. A customer-centered purchasing experience has always been a top priority for our rapidly expanding business. The most significant individual for our business is YOU. We want to make sure your purchase has pleased and fulfilled you. Experience the Mannequin Mall difference by shopping with us today.

2.6 Our Products

Our main product contains male & female mannequin doll, many types of hanger.



2.7 Management Hierarchy of RS Plastic



Chapter 3

Analysis of Human Resource Management of RS Plastic Limited

3.1 Human Resource Management Practices

The notion of human resource management (HRM) first appeared in the 1980s. A key component of organizational restructuring is human resource development, regardless of the goal—developing organizational architecture, streamlining corporate procedures or boosting knowledge, inventiveness or other organizational criteria. Academics and practitioners alike acknowledge the benefits of investing in human resources in dynamic organizational environments. The goal of HRM practices since the beginning of corporate human resources has been to acquire, develop, and motivate personnel. HRM practices ought to be viewed as a primary component of organizational strategy. (Jade, 2018)

The purpose of this paper is to present a clear summary of the analysis of human resource management. The paper also discusses the current discussion regarding the relationship between HR and organizational performance, as well as the history of HRM and issues pertaining to HR roles, HR functions, and HR strategies.

3.1.1 HR Division in RS Plastic

HR Staffing: The process of staffing involves determining the roles and structures needed to satisfy strategic and operational demands, sourcing pertinent talent pools both within and externally, and employing people who can fulfill those needs. The employment plan for the HR division in RS Plastic adapt to the division's needs and the benefits that HR provides to the business. As a small business industry, there are one officers in RS Plastic HR staffing section. This toolkit includes the following actions to help the company give a general plan for staffing human resources efficiently:

- Establishing HR structure that is in line with HR strategy
- Assessing the effectiveness of HR staffing
- Leave Management
- Recruitment
- Selection

Training and Development: RS Plastic may a small industry but training and development sector controls like any other big industry. In RS Plastic one HR control & manage the workers training and after job development process. The HR develops the plan according to the division's need.

Some toolkit includes the following actions to help the company give a general plan for training and development of human resources efficiently:

- Orientation Training
- Job Specific Training
- Training & Evaluation

3.2 Functions of Human Resources in RS Plastic

In order to make sure that everyone is properly equipped to perform their tasks in a safe and efficient manner, HR departments serve as a bridge between employers and employees. Like some industry in Bangladesh, RS Plastic has an in-house HR department. The organizational and structural integrity of the workplace is preserved in part by HR managers. Although HR is commonly thought of as the company's disciplinary branch, it actually has a number of supportive duties. (Bojamma, 2021) As in-house HR department, RS Plastic uses these functions:

- Job analysis
- Human resource planning
- Recruitment and selection
- Training and development
- Promotion
- Employee relation management

3.3 RS Plastic Recruitment Process

Despite the fact that companies employ a variety of methods to identify potential employees, RS Plastic adhere to a formal hiring process. Before hiring new employees, RS Plastic always try to create a formal process for new employee recruit. And this formal process involves five connected phases:



1. Recruitment Plan

A recruitment plan is a planned approach to hiring staff members. Without causing the organization any downtime, it serves as a deadline for employers to discover qualified applicants. The objectives for a certain role are specified in the recruitment plan. Recruitment plans serve as qualifying guidelines for applicants and streamline the hiring process. Employers can use this to make sure that candidates they hire have the training and abilities required for the position. To complete the very fast steps, RS Plastic always done some work like finding the available position, choosing a method for filling the position, determining the intended audience, notifying the intended audience and getting together with the applicants. RS Plastic follow some criteria to recruit new employees, which includes:

- ✓ first thing is job announcement
- ✓ recruiting timeline to finish this step
- ✓ advertising plan for the post
- ✓ interview schedule for candidate
- ✓ interview plans

2. Strategy Development

RS Plastic second step is development the strategy, where a strategy for recruiting resources is planned. The HR always think to develop a fine recruitment strategy for RS Plastic and HR always determined about the qualification for the newly recruit candidates.

Factors such as whether to source external candidates, which type of recruitment method will use, the geographic location of the candidate, the budget funding which will be use for recruitment and the process which will be followed in bringing candidates into company like RS Plastic are examples of strategic development that must be made.

3. Screening and Short Listing

In selecting candidates RS Plastic involves two main processes, one is Screening and the other is Shortlisting.

Screening Candidates

- The necessary qualifications for the position
- Questions for the pre-screening (this is the application form)
- Eligibility for professional registration and location for the worker level employee

Short-Listing

This short list process mainly reduces the applicant and made a group of applicant list for RS Plastic job interview process. To make the short list, the HR uses software tools with the proper consider of time. The techniques also handle with enough care to meet the company goal properly as well as the HR rules.

4. Interviewing

The interview part only come after a successful of short list process. Like big organization, RS Plastic complete this step after full pass of preliminary and written exam but this scenario is little different to hire direct worker level employee. For the worker level employee RS Plastic, mainly focus on working experience and work quality. But the Applications are reviewed for qualifications and experiences, knowledge, skills, talents, and interest, as stated in the job requirements.

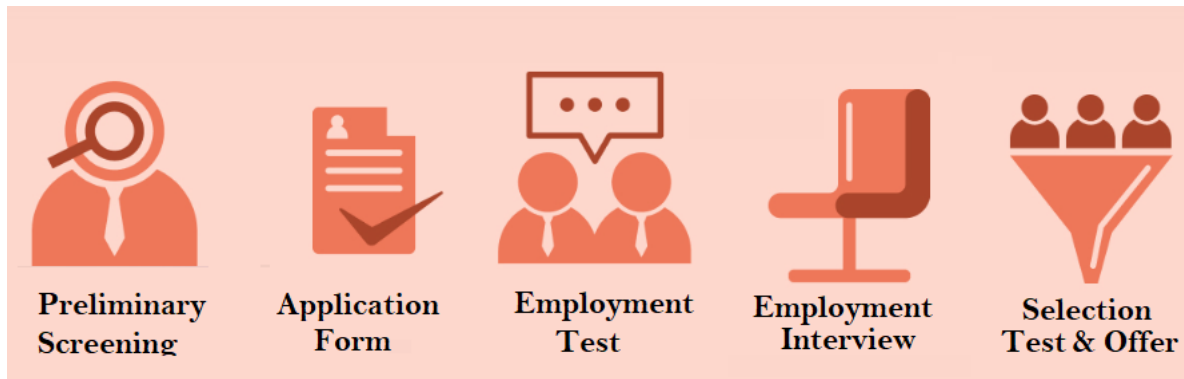
5. Evaluation and Employment Offer

As RS Plastic final step in recruitment process, they evaluate the interview pass candidate and from them only selected got the opportunity to wait for the selection process. After all, RS Plastic always check something like –

- ✓ The candidate's expert references confirm every area of their job.
- ✓ The offer letter, ensuring that all information is exact and straightforward.

3.4 RS Plastic Selection Process

Selection is the process of assessing job applicants in order to identify the best ones for a specific position based on their experience, education, and other pertinent characteristics. In order to make recruiting decisions that best suit the needs of the company, selection is the process of obtaining information about job candidates. Selection, according to the Society for Human Resource Management, is the process of vetting job candidates to make sure the best people get selected. From the RS Plastic it is believed that, finding the "FIT" between an individual and a job is essentially a matching procedure. (selection, 2023)



1. Preliminary Screening

Both RS Plastic and the applicant would like the preliminary interview when preliminary screening for candidates is manageable. By this type of interview's, RS Plastic primary goal is to immediately eliminate unqualified and unsuitable candidates. The interviewer questions the candidates about their backgrounds, experiences, and other topics throughout this part of the interview process.

2. Application Form

The process of providing information from the potential candidate is common and widely recognized. RS Plastic create their own application forms based on the information needed, which varies depending on the size of the firm, the nature of the activity and degree of the position. Additionally, they create several application forms at the level for various jobs. It consists of the following things:

Biographical Data: It includes name, present and permanent address, gender, date of birth, marital status, nationality and number of dependents.

Educational Attainments: The candidates educational background, post related any training or workshop, seminar etc. information here.

Work Experience: Past experience, the number of jobs held, the responsibilities and duties involved, the length of time spent on each assignment, and the reason for leaving the past employer.

3. Employment Test

Some extra but important information must have known and the thing is that, which information not available from interview or application form. RS Plastic assist in matching a candidate's qualities with an open position to hire the best possible employee. The following are a few important tests that are used in the employment test process:

Intelligence Tests: It is a mental ability test.

Achievement Tests: What the applicant can do on the job currently.

Aptitude Test: Measures to learn certain skills-clerical, mechanical, mathematical.

Personality Test: individual's personality traits, the correlation and the real job requirements is done.

4. Employment Interview

An interview is an essential component of the hiring process since it identifies the best applicants for a position. By the help of hiring process, RS Plastic justify candidate's qualifications, industry knowledge, and work experience during an interview. The HR think, new candidates can also be used to assess the hard and soft talents of an applicant. The HR of RS Plastic justify candidate's personality, communication skill and attitude.

5. Selection & Offer

In RS Plastic, the candidates got the job offer after complete all the previous steps and job offer always wait for the completed one. The appointment letter confirms the job for the selected candidates. RS Plastic type the arrival time and necessary conditions in the offer latter. This latter includes specifics that the candidate has attested to confirmed and also the document that come in handy later on. The following are some of the elements that are included in the contract: Job Title, Duties, Responsibilities, Date of Hire, Pay Rates, Allowances, Disciplinary Procedure, Work Rules, Working Hours, Leave Rules, Illness, Grievance Procedure, Layoff Procedure etc.

3.5 RS Plastic Training and Development Process

Important facets of human resource management include development and training programs. It gives people the knowledge and abilities they need to be successful in their business obligations. While development emphasizes overall growth and professional advancement, training in human resource management concentrates on enhancing job-related skills. Organizations looking to build a qualified workforce and succeed as a business must comprehend the meaning, advantages, and procedures of training and development in HRM. (training-and-development-in-hrm, 2024)

Human resource management training and development are instructional and skill-building initiatives designed to enhance staff members' knowledge and competencies. The goals of training and development programs are to impart new knowledge and enhance employee's current skills.

It includes a range of resources, guidelines, and exercises meant to improve worker productivity. It gives workers the chance to learn new things and advance their careers. An organization's training needs to improve employee performance are analyzed and then a training and development program is developed.

3.5.1 Training and Development Types in RS Plastic

Employees can reskill or upskill through a variety of training and development initiatives implemented in human resource management (HRM). The following are the main categories of training and development:

1. Technical Training

Technical training is designed to meet the unique technology requirements of a given sector or profession. External trainers or internal resources can be used to deliver this kind of training. As RS Plastic full of industry equipment, this technical training plays great role for the new worker level employee.

2. Skills Training

Employees who receive skills training are equipped with the specialized knowledge and skills needed to carry out their jobs well. In-house resources are usually used to carry out this kind of training, which might cover topics like bettering sales methods or operating industrial machinery. For marketing officer in RS Plastic, this one is must needed training.

3. Quality Training

The main goal of quality training is to teach staff members how to identify, stop, and resolve issues that lead to achieve goods or services. With the RS Plastic Quality training implementation, it boosts productivity within the company, reduces expenses and gives it an economical advantage to grow the company's quality.

4. Soft Skills Training

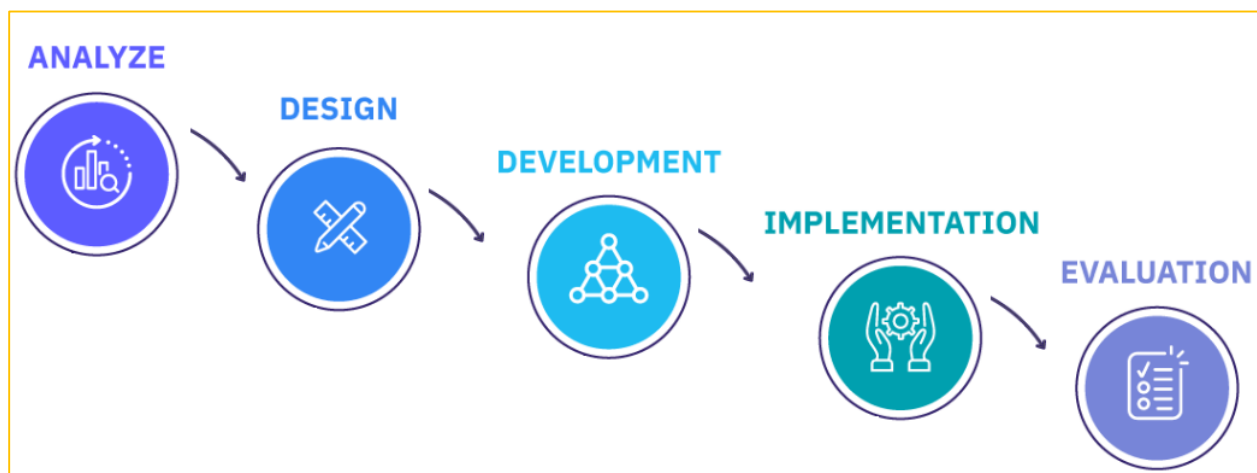
Employees' personalities, communication abilities, and ethical standards are all improved through soft skills training, which strives to promote their holistic growth. Employees that are well-rounded and able to carry themselves professionally would benefit from this training. The HR from RS Plastic normally manage soft skill training for every employee as well as intern employee like mine.

5. Safety Training

Employees who receive safety training are better able to adopt safe work practices, prevent workplace injuries to themselves and their coworker and they can manage safeguard of their own health. This training also covers employee safety on unhealthy and danger zone site. RS Plastic manage safety training facility like - construction safety, first aid administration, and fire drills are important aspects of safety training. Because it prevents worker injuries, safety training is essential for both maintaining uninterrupted workflow and safeguarding employees.

3.5.2 Training and Development Practice in RS Plastic

Every firm needs a training and development program to ensure that new hires and current employees have the necessary skills. As a lending institution, RS Plastic training and development procedures had to bolster employees' knowledge, abilities, and competence. Enhancing staff skills and development is RS Plastic's primary priority. In order to train and develop its employees for long-term financial business, RS Plastic adopts the ADDIE approach. (Rayan, 2022)



Analysis: Identify the performance gap

This first step is essential because it helps RS Plastic HR to identify what learners need and define the training program objectives. The taken information is used by the HR to create analysis report and use them for the instructional design process. In this process, the HR create a task plan and manage the project learning resources, financial limitations, and time limits.

Design: Identify the learning objectives

The HR followed design as the second step. The instructional designer drafts the training program's blueprint in this stage. A logical outline presented here to identify learning object. An outline of the topics and delivery methods for each lesson found in the blueprint.

Development: Develop a performance solution

The Addie Model's third step, known as the development phase, is likely the most vital as the actual educational materials are developed. The suggested instructional materials are first developed as a prototype or draft, tested in the field, then amended in response to user feedback before they're finished for use.

Implementation: Deliver the performance solution

Implementation is the fourth phase. The training curriculum is implemented and given to the newly recruitment employee in this step. To guarantee the new solution is successfully adopted during the implementation phase, RS Plastic HR take a few events. The First event is run a pilot project and the second one is plan should be implemented on new employee to find out new solutions.

Evaluation: Evaluate the results relative to the performance objectives

The evaluation step is the last and fifth steps. This step evaluates the effectiveness of the training program in achieving its goals. Many firms use the Addie Model to manage and administer personnel resources in an efficient manner. The Addie model's evaluation step is crucial because it provides an opportunity for input on the educational materials created during the earlier stages. The educational materials can be improved with the help of this comments. In order to evaluate the efficacy of the instruction, data collecting is another opportunity provided by the evaluation stage.

3.5.3 Training and Development Methods in RS Plastic

Training methods classified as traditional are just that—traditional. They sometimes feel like a burden and an unwanted obligation, rather than inspiring employee by being inventive, creative, lighthearted, and occasionally humorous. The attention span and memory recall of learners can only be somewhat increased by training methods from the past. Furthermore, even in professional environments, they disregard the side effects of efficient training techniques. Consequently, businesses pass up a fantastic chance to increase employee satisfaction and productivity. It can be

difficult to select the finest option from a lengthy range of staff training techniques. However, corporate training is crucial for retaining and onboarding new personnel. Determining what is most effective for your staff doesn't have to be hard. Depending on the context and goal, methods are divided into two types. In normal Human Resource process, RS Plastic uses both technologies based on the requirements of their employees.

On the Job Training

The development of practical skills through hands-on activities is facilitated by on-the-job training. Acquiring the expertise, knowledge, and skills necessary to excel in a real-world work setting through hands-on training is known as on-the-job training.

Job Rotation

A worker who rotates their work is obtaining experience in other job profiles and alternating between roles that are related to their current one. This removes the sense of mundanity and facilitates the development of relationships between colleagues from various divisions inside the company.

Coaching

Coaching is a sort of on-the-job training that involves employees learning under a leader or a senior staff member, as the name suggests. Workers can ask questions and get explanations and feedback on their tasks in this direct training method.

Mentoring

In managerial roles, on-the-job training of this kind is more common. In order for subordinates to perform everyday tasks, a senior professional must mentor and guide them. The learner gains from this direct training approach as they pick up practical skills.

Off the Job Training

Off-the-job training takes place at a place that has been set apart just for that purpose. It could take place in a resort, a particular training facility, or close to the place of employment. It is less distracting and allows trainees to focus entirely on the content being taught when the training is conducted away from the job. On the other hand, there's a chance that on-the-job training programs offer a greater transfer of training than off-the-job training.

Classroom Lectures

The classroom or lecture method is a well-known off-the-job training technique used to train managerial or white-collar personnel in organizations. Using a classroom-like setting, employees are summoned by the trainer to provide lectures-based training under this strategy. This approach works well for providing instructions on a specific topic and raising awareness of procedures while teaching management or administrative parts of the subject.

Role Playing

In a role-play, participants take on characters and enact scenarios related to the lessons they are learning. It works well for training and customer service. Here, students perform a role just like they would in a theatrical production. A scenario is presented to the group and roles are assigned to two or more trainees. In order to react to the constantly shifting scenario as they would in real life, the role players must move swiftly. Relations between employees and employers are the main focus of role playing.

Case Studies

Trainees are expected to judge and provide written findings based on a written account of a real-life scenario that occurred in the past, either within the same organization or elsewhere. This is yet another fantastic way to guarantee employees' complete and enthusiastic participation and to pique their interest. Later, the instructor discusses the case and all the benefits and drawbacks of each choice. It is the perfect way to encourage decision-making skills when there is a shortage of information.

3.5.4 Training and Development Materials

Any training program or activity that includes the acquisition and retention of knowledge must include training materials, which can take many different forms. Some aim to cut training expenditures, while RS Plastic wants to increase employee performance. These training and development materials can also be used to set business apart from rivals or increase the marketability of the company's staff. Some of the most commonly used training materials are:

- Presentations
- Checklists
- Procedure documents
- Handouts
- Training videos
- Forms and self-assessments

3.6 Performance Appraisal System of RS Plastic

The term performance appraisal system describes the process HR uses to assess worker performance and identify patterns in performance. Depending on the function, it allows for some freedom while setting a standard for the performance review process. Analysis of performance data and any subsequent actions based on the results are also included in performance appraisal systems. Once a year, employees participate in traditional performance assessments and are inundated with criticism. Companies can incorporate a variety of performance appraisal formats into their system. A corporation may utilize a variety of assessment types to create a comprehensive picture of performance, depending on the function and the industry.

3.6.1 Methods of Performance Appraisal uses in RS Plastic

The way RS Plastic handle their new plans will also need to be updated. This is because using paperwork to conduct a range of strategic performance reviews is very difficult. Many aspects that increase the utility and effectiveness of evaluations are found in the finest performance appraisal systems. Here are a few examples of appraisal methods uses in RS Plastic –

360-Degree Reviews

360-degree reviews are a great tool for assessing worker performance overall. Feedback is given to the employee by RS Plastic management, need direct reports and also for the coworkers. This gives assessments important depth and perspective. Diverse perspectives also reduce the possibility of any possible prejudice on the side of the management conducting the review.

Employee Self-Assessments

The viewpoint of the employee themselves is another crucial viewpoint to find out. Through self-evaluation, staff members are encouraged to be honest about their areas of strength and need for improvement. Managers can begin appraisals more collaboratively by involving employees in the process rather than just giving them a lot of criticism when they use self-evaluations.

Sales Performance Appraisal

According to the sales target, RS Plastic set and evaluate a salesperson working effort to the company. The management in charge should determine how to reach the representative sales goals that have been set.

3.7 Compensation Management System and Benefits

Establishing the proper salary and benefits for employees is the discipline and process of compensation management. It employs monetary and non-monetary incentives to draw in new hires, lower attrition, increase productivity, and raise employee engagement. It is a crucial component of talent management and employee retention. Compensation management solutions are often used by human resources specialists. They are in charge of making sure that benefits adjust in line with labor demands and that bonuses and pay stay competitive. In this capacity, HR leaders are responsible for compiling and evaluating data on salaries from both internal and external sources, as well as economic and demographic trends. An employee's total compensation includes two different types: direct compensation and indirect compensation.

Direct compensation

Direct compensation refers to monetary earnings tied to an employee's work and value to an organization. The following four are the main types of direct compensation:

Salary: In RS Plastic, the employee on full time basis get salary monthly. In worker level employee got their salary by weekly on demand. By paying the salary, company maintain the long term relationship with their employee. Almost full of RS Plastic are in salaried positions.

Bonuses: From the top level to lower level employee, RS Plastic give bonuses to all employee for good work or some special project. Bonuses can be given as merit compensation for achieving a certain objective or based on the length of time an employee has worked for a company. Every year, two Festival Bonuses are given out. There is just one Festival Bonus and no Incentive Bonus. The basic salary is always the starting point for bonus calculations.

Commission: Salespeople are frequently paid either a salary and commission or a straight commission basis. Typically, commissions are dependent upon reaching a certain revenue or profit target. Most of the time, marketing team got commission depends on their monthly target.

Indirect compensation

Additional compensation with a monetary value is referred to as indirect compensation. This kind of pay is frequently separated into categories that are either monetary or non-monetary, such the following:

Leave Rules & Regulations: RS Plastic always go in contract about leave policies and action. HR followed the leave policy strictly with no excuses and must have reported for the cause.

- Leave policy in general
- Casual leave
- Earned leave
- Sick leave
- Maternity leave

Monetary: Health, vision, life and disability insurance are counted in RS Plastic Human Resource Management policy under monetary forms of indirect compensation.

Provident Fund: Most of the company, those who manages provident fund to provide a long time benefit in future for the employee. The HR of RS Plastic cut a small amount from the salary and save the provident fund and this fund governed by Provident Fund Rules.

Chapter 4

Problems and Recommendations

4.1 Problems Identified

During the internship in RS Plastic, some bad issues are found in Human Resource Management practice. The findings are as follows –

1. As a company, in RS Plastic sometimes internal recruitment source do not work. Internal sources new employee switch job before job permanent.
2. In training, there are lack of communication among the participant and sometimes shows problem to interact with instructors.
3. In this digital era, sometimes RS Plastic does not give IT based knowledge in training season and in IT sector employee performance is poor.
4. For the selection of worker level employee, HR does not maintain any educational requirement. They select those employees with zero education knowledge.
5. Classroom training is One-way communication and is not learning by practice. Sometimes it seems classroom training lead to boredom for employees

4.2 Recommendations

Although RS Plastic has some problems, some solution needs to be identified to help solve the problems. They may take the following steps to overcome the problems:

1. Internal source recruitment should be carefully chosen based on the company needs. To ensure good and effective recruitment, RS Plastic should choose right sourced at the right time.
2. Communication gap in training must be stopped. RS Plastic may hire some training specialist and they have to ensure well decorated training room as well as good facility.
3. RS Plastic long time survive is in danger, without good IT knowledge-based employee. So, in every program they should add some IT based training.
4. The HR must consider a minimum educational level to recruit and select for the worker post.
5. To provide classroom training cost is low as well as low outcome. So, the HR may replace classroom training.

4.3 Conclusion

For an organization to succeed, human resource management techniques are essential. Recruitment, onboarding, training, engagement, and well-being are all included in the full employee lifecycle. Organizations may improve employee satisfaction, productivity, and alignment with strategic goals by giving these practices top priority. Additionally, by drawing in and keeping elite personnel, they strengthen the organization's competitive edge. In addition to improving employee wellbeing, effective HRM procedures help organizations achieve excellence and long-term success. Moreover, Human resource management is all about increasing worker efficiency to its utmost. Human Resource Management is in charge of developing and implementing policies that govern employee behavior.

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