**Logo, company name

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**FLYTER DRONE SERVICES**

**(Unbox Your Happiness)**

**Human Resource Department**

**Assignment Taken:**

**HR Recruitment and Training Plan**

**Case Understanding:**

**As, of today's technological ERA a courier company decided to venture in "Hyper local Delivery space” & trying to conduct deliveries in more convenient & Fastest mode. According to the rules, company already has permission from Director General of civil Aviation (DGCA) for Flying drones. It has conducted successful trials of deliveries.**

**Now, company trying to build an end-to-end Drone operations & Management platform through which a rapid scaling of business can be achieved.**

**As, Deliveries by drones is relatively new idea in the market, company has huge scope of opportunities & expansion. It will create more challenges in each department of company, HR department need to Focus on Hiring of new employees, their training. rules, regulation, organization, values and mission to inculcate in employees.**

**BCS summary**

**As, company has decided to venture into drone delivery system it is necessary to understand the new Technology will require efficient and technical workforce.**

**Hiring best employees & train them to be more productive is a task before HR department .Providing training is not enough, so we are trying to make our employees aware of culture, values, policies of organization. Also, helping them with employee welfare programme is also necessary part of Recruitment & training plan.**

**Solution**

**Hiring a new staff and also thinking about retention plan includes following principles.**

1. **Principle of scientific selection:**

**For the proper co-ordination between work and workers it is necessary to have right person for the Job. So candidates will be selected as per their merit. Qualification, experience, achievements in the past will be considered.**

1. **Principle of Effective communication**

**It is necessary to have effective medium of communication between the management and workers to maintain positive attitude of workers towards the organization So, some ice-breaker games sessions, induction programme will help to build these relations.**

1. **Principle of Maximum Individual Development:**

**Identifying skills of employee and potential utilization of it helps to grow organisation.**

1. **Principle of Team spirit :**

**Workers should work collectively & they should feel Collective responsibility. Induction programme will help new employees to work on their relation.**

1. **Principle of Dignity of Labour:**

**Workers Employees should be proud of the work they doing. we will provide them appraisals & awards like a) employee of the month, will help them to work passionately .Based on the performance, b)Trainees will be promoted after 6 month of duration**

1. **Principle of effective utilization of Human Resource**

**It is necessary that one should be trained as per his/her skills Proper training will provide employee a proper direction of his/her work.**

**Team Required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation** | **Post** | **Salary (Average salary as per month)** | **Qualification** |
| **Management Team** | **Senior Manager** | **1,00,000** | **-Degree in Business management**  **-Knowledge about aviation industry**  **-Experience of 5 years** |
| **Administrative Manager** | **- Degree in Business management**  **- Experience of 5 years** |
| **Sales and Marketing Manager** | **Bachelors degree in marketing or MBA**  **-strong , analytical and organizational, skills** |
| **IT Manager** | **-Degree in computer science and related field** |
| **Finance Manager** | **Bachelors degree in finance and accounting/MBA**  **-Excellent in business judgement** |
| **Drone operators** | **Drone operation manager** | **50,000** | **-SSC/HSC**  **-Certification in drone operations and management**  **Experience 2 years** |
| **Drone Pilots (2)** | **-associate degree and a remote pilot certificate from aviation agency** |
| **Drone Engineer** | **-Aeronautical engineering or related field**  **-3 years of experience** |
| **Software Development Team** | **Software Developers (2)** | **70,000** | **-Degree in software engineering or computer engineering**  **- Knowledge of deep programming lang. C++**  **- 3 years of experience** |
| **Support Staff** | **Customer Care representatives (2)** | **20,000** | **- knowledge of basic technical issues**  **-Better communication skills**  **-2 Years of experience** |
| **Person for packaging and loading** | **-SSC** |
| **Technician** | **-certification in aviation maintenance from aviation agency**  **- 2 years of experience** |

* **Sources of hiring employees**
* **Advertisement in newspaper**
* **Employment exchanges**
* **Campus placements**
* **Employee referrals**
* **From electronic media such as LinkedIn, naukri.com**

**Recruitment policy consist of**

-To clear a picture about our organization and hiring procedure.

-Our recruitment policy based on following

* **Training Module**

**As Drone delivery operations is relatively new technology. So, needs proper training and also training process leads to know employees about organization.**

**Training will consist of –**

|  |  |
| --- | --- |
| **Post** | **Training Format** |
| 1)Management Team | HR Induction Programme on Policies, culture, Target Audience, & market for drone deliveries. |
| 2)Drone Operation Manager | Technical Sessions-   * Drone Management, * Functioning, * Conditions for safe flights |
| 3)Drone Pilot | Video Demonstration on Flight of Drones  On Field Demonstration |
| 4) Drone Engineers | Sessions  On Basic Manufacturing  Equipment & Maintenance Repair |
| 5)Software Developers | Sessions on-  App Structure which company required  Conventional Lectures by trainers |
| 6)Customer Care Representative | Lecture on Soft skill development  Introduction about Customer Base |

**Conclusion**

**As we are stepping into a new technology based start-up it require more efficient staff to recruit .These recruitment plan will help us with efficient manpower to lead into rapid scaling of business .**

**Kavyashri P. Patil.**

**Head Of HR Department (Team Mars)**