**Title**

Airway Delivery: A new business Opportunity

**Assignment Taken**

Prepare and present HR recruitment and training plan to the Company’s Board approval.

**Case Understanding:**

Airway delivery is primarily a courier company. Company's Board has decided to venture into 'Hyper Local Delivery space' and want to conduct local delivery through drones. New business has been tested by a company with all the necessary permissions from DGCA. The aim is in “Short range Drone based services”. Beta testing has been done successfully with few Food delivery companies, Pharma chains.

Now for Drone business line of company, we are assigned to prepare & present a complete business plan for Company's Board approval. HR department is supposed to prepare and present HR recruitment and training plan for Company’s Board approval. Plan would take care of all recruitments that need to be done for different departments, training plan for the same, different policies and codes for the employees along with employee learning and development plan.

**BSC Solution summary:**

**1. Recruitment Plan:**

Recruitments will be done for following designations and salaries for the same are mentioned below, job postings for the same will be done through digital media as well as through Newspapers.

Initial budget allocated to HR department is INR 5.5 Crore.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Particulars | Quantity | Salary/month per person (Rs) |
| 1. | Marketing Head | 1 | 100000 |
| 2. | Business Development Executive | 2 | 55000 |
| 3. | Business Development Associate | 2 | 45000 |
| 4. | Business Development Executive Intern | 1 | 8000 |
| 5. | Digital Marketing Head | 1 | 45000 |
| 6. | Digital Marketing intern | 2 | 8000 |
| 7. | Chief Finance Officer | 1 | 100000 |
| 8. | Finance Manager | 2 | 50000 |
| 9. | HR Director | 1 | 100000 |
| 10. | HR Admin | 1 | 45000 |
| 11. | HR Recruiter | 1 | 45000 |
| 12. | Senior Drone Operator | 4 | 55000 |
| 13. | Drone Operator | 66 | 43000 |
| 14. | Support Staff | 4 | 18000 |
| 15. | IT Director | 1 | 100000 |
| 16. | IT Security Manager | 1 | 45000 |
| 17. | IT System Manager | 1 | 45000 |
| 18 | IT Administrator | 1 | 40000 |
| 19 | IT Engineer | 1 | 35000 |

**2. Codes and Policies**

1. Prevention, Prohibition and Redressal of sexual harassment of women at workplace. (According to Companies Act 2013)

2. Whistle blower Policy. (According to section 177 of Companies Act 2013)

3. Corporate Social Responsibility policy (According to section 135 of Companies Act 2013)

4. Employee Code of Conduct. (Fundamental standards followed by all the employees of the company)

**3. Training and Development Plan:**

1. Training will be conducted for all the employees of the company to convey and all the codes and policies of the company. All the employees of the company are, therefore, bound to adhere to the codes and policies.

2. Company is committed to create healthy work environment for all the employees.

3. Company sponsored regular health checkups of the employees will be done.

4. Fair and transparent appraisal and increament policy will be implemented.

**Conclusion**

The new venture of this business will be able to achieve it’s goals with well competent employees. The company will be able to attract highly qualified employees and retain them with proposed salary slabs and development plans. Also codes and policies of the company will create a healthy work environment for the employees to work. It will help to retain employees. CSR activities will be able to make company’s presence in society.