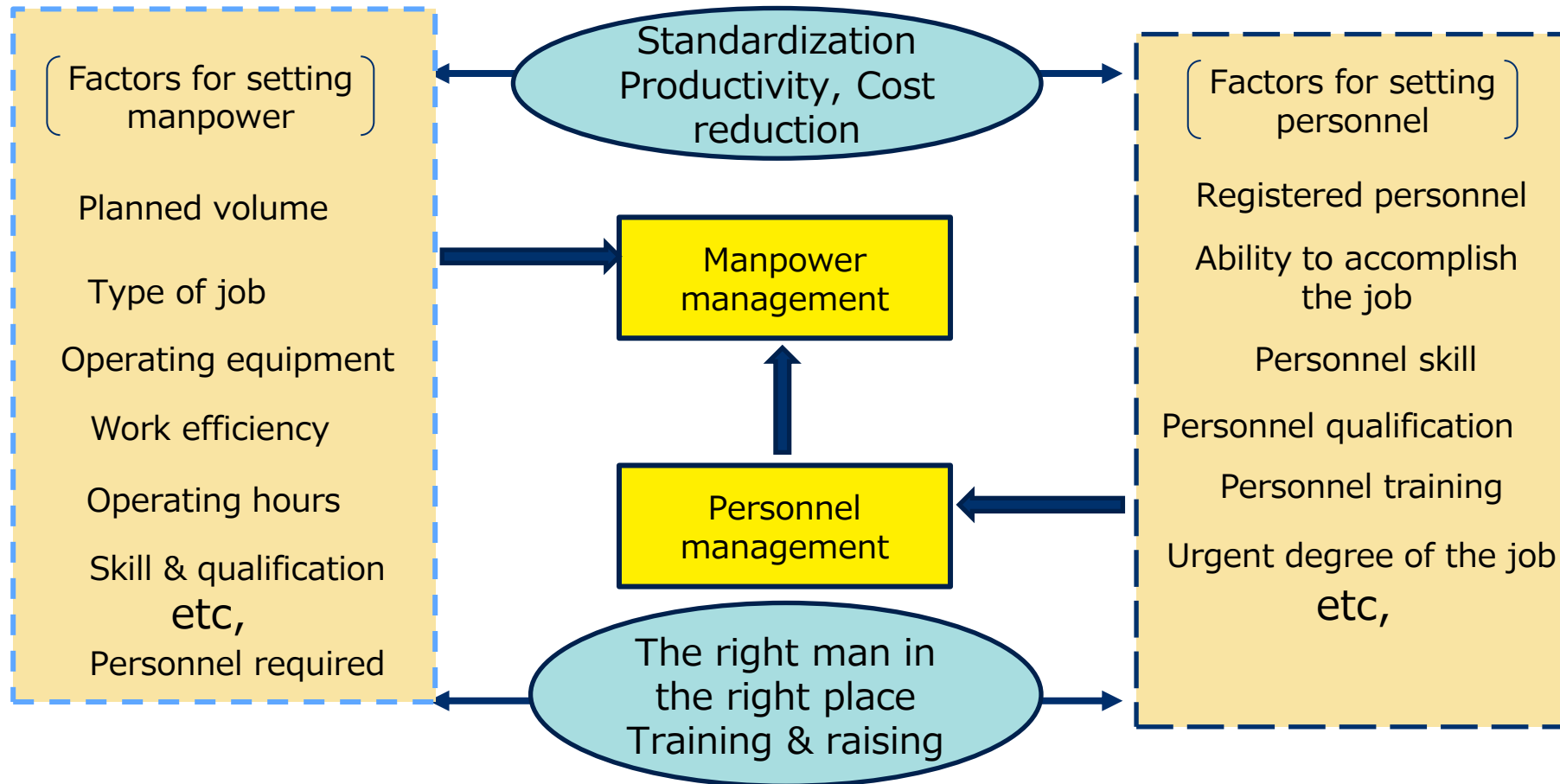


**Personnel
Management**
















Manpower management is the activity of clarifying necessary skill and workload for doing work based on production plan and allocate suitable personnel. The training for personnel and proper allocation of personnel enable enhancement of productivity, work accuracy, and morals.




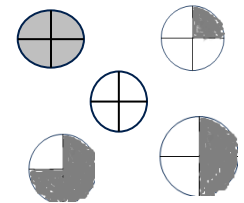
How to develop & evaluate Human Capability?

- Need to establish the Criteria or Standard for each Job
- Define the SKILL MAP & SCORE CARD SYSTEM
 - ◆ (a) Create “SKIL MAP” composed by a detailed Sub-Set of respective required skills
 - ◆ (b) Use “Score Card” with 4 grades of CAN-DO below to certify the capability of skill

Skill Map Board

	Job List				
	A	B	C	D	E
Mr. xxxx					
Mr. xxxx					
....					
....					
Mr. xxxx					





Promoted to the next step →

