



WORKFORCE PLANNING

Statistical Analysis

Course Introduction:

Workforce planning is a systematic process for identifying and addressing the gaps between the current and future workforce resources and needs.

Course Objectives:

By the end of the program, participants will be able to:

- Use and understand the HR strategic model and its impact for manpower planning
- Master the key data managers for manpower planning information production
- Master organizational design and organizational structures including downsizing and more importantly right sizing
- Plan succession planning effectively using the three approach method
- Know how to produce predictive forecast information and its benefits to the organization
- Show other how to do business process mapping and demonstrate the benefits of workflow management

Who Should Attend?

- HR personnel, Managers, and those responsible for organizational efficiency. Anyone who is interested in how to maximize your human resource.
- All existing personnel involved in either manpower planning or succession planning who wish to significantly upgrade their skills and knowledge

Course Outline:

Structure and strategy for HRP

- Introduction and seminar objectives
- The difference between the old and new roles of manpower planning
- How HRP departments need to be structures
- The three principal areas of operation in today's HRP function
- Area One - STRATEGY - What is strategy and how we are involved
- The 10 key inputs for HRP
- Predictive tools for organizational change – the LAND/MILLER model
- Case study and group exercise

Understanding Organizational Design

- The basis of organizational design
- Downsizing – case study and group work
- Right sizing any organization
- How much does the human resource cost – calculating your value – case study

- How to calculate how many people you need in any organization – group work
- Which employees give the most value? – Case study
- What does lost production cost – group work
- Review of group work

Producing Management Information

- Of the 52 formula's used by manpower planners less than 10 really work
- What management information is critical – group work
- Two critical criteria for HRP
- Understand Competencies and their essential role in forecasting
- Demonstration on how to measure and forecast competency data
- Performance – what is it –how to measure it and how to predict it – demonstration and group work
- How to do some of the key calculations needed in today's HRP
- Software needed for calculations and predictive forecasting

Key Process to Master in HRP

- There are 3 critical process that support and are critical to the new HRP function
 - **Recruitment and selection** – cost of poor recruitment – exercise review – lessons learnt
 - **Performance appraisal** –The key role performance appraisal has on HRP statistical information
 - **Business process re-engineering** – Why BPR is so essential
- How to create Business process maps – group work and case study
- How to get benefits from process mapping – group exercise
- Presenting the business benefits

Workflow Management Succession Planning & Emergency Planning

- The business need for work flow management
- Workflow management – have efficient can you make this company – what is the value you have created?
- Case study and group work
- New approaches to targeted succession planning – three different approaches
- The critical role of testing and personality profiling.
- Manpower planning's role in emergency situations
 - Ways of solving critical manpower shortages

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session