



HM108: Organization and Workforce Planning

Training Description:

Recruitment and workforce planning managers and specialists, Human Resources professionals and strategy analysts. This program is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

Training Objectives:

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

- ✓ Define workforce planning within the context of Human Resources
- ✓ Explain how Human Resources planning is related to the overall strategic plan of the organization
- ✓ Understand the economic concepts of demand and supply and how they apply to the labor market
- ✓ Learn how to forecast the demand and supply for different types of Human Resources, both in terms of quantity and quality
- ✓ Explain the relationship of Human Resources planning to the staffing process
- ✓ Describe why an understanding of the external labor market is important in workforce planning

Training Designed for:

The course is intended for Recruitment and workforce planning managers and specialists, HR professionals and strategy analysts with at least three year' experience in workforce planning, general HR management and business partners. This course is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

Training Program:

DAY ONE:

- ❖ Introduction
- ❖ Overview of Workforce Planning (WFP)
 - A Clear Definition of WFP and its Relationship to Organization Strategy
 - The Need for WFP:
 - Penalties for Not Being Properly Staffed
 - Importance and Benefits of WFP
 - The Link between WFP and Other HR Processes
 - Aims and Phases of WFP
 - Main Drivers of WFP
 - The WFP Analysis Model "A Mega Process"
 - WFP Key Performance Indicators

DAY TWO:

- ❖ Workforce Planning Analysis: An Operational Approach
 - Introduction
 - Project Based Workforce Requirements
 - Long Term Workforce Requirements
 - The Demand Analysis Phase: How to Forecast Human Resources Needs
 - Trend Analysis
 - Ratio Analysis
 - The Scatter Plot

- The Zero Manning Technique for Identifying Workforce Needs
- The Demand Analysis Process
- The Supply Analysis Phase
 - How it Will Help WFP
 - The Supply Analysis Process
 - Forecasting the Supply of Internal Candidates
 - Qualifications Inventories
 - Replacement Charts
 - Roles and Responsibilities
- The Gap Analysis Phase
 - The Nature of Gap Analysis
 - Causes of Gaps between Supply and Demand
 - The Gap Analysis Process

DAY THREE:

❖ Workforce Formulation

- Filling the Workforce Gaps
- Strategic Issues to Consider in Filling Workforce Gaps
- The Process

DAY FOUR:

❖ Monitoring and Evaluation

- A Built-In Process
- Gathering Feedback Methods and Mean

DAY FIVE:

❖ Beyond Staffing Plans

- Using Workforce Planning to Support Management Successions and Development Planning
- Talent Planning: The Key to Effective Talent Management
- Measuring Staffing Effectiveness and Efficiency
- Calculating Staffing Costs and Evaluating Staffing Options

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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