



HM132: Resource Management, Recruitment and Talent Planning

Training Description:

Organizations today operate in an environment of rapid change, evolving skill demands and increasing competition for talent. Effective workforce planning, resource optimization and strategic recruitment are no longer administrative functions — they are critical drivers of business performance.

This intensive training course provides participants with a comprehensive understanding of how to align human capital strategies with organizational goals. The training course integrates resource management principles, modern recruitment techniques and long-term talent planning frameworks. Participants will gain practical tools to forecast workforce needs, attract and select the right talent, optimize workforce utilization and build sustainable talent pipelines.

The training course combines theory, case studies, interactive discussions and practical exercises to ensure participants can apply concepts directly to their workplace.

Training Objectives:

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

- ✓ Understand the strategic role of resource management in organizational success
- ✓ Develop effective workforce and talent planning strategies
- ✓ Apply modern recruitment and selection techniques
- ✓ Align recruitment with competency and business needs
- ✓ Optimize resource allocation and utilization
- ✓ Identify and address talent gaps and risks
- ✓ Build sustainable talent pipelines and succession plans
- ✓ Use data and metrics to improve workforce decisions
- ✓ Enhance collaboration between HR and business units

Training Designed for:

This course is intended for HR Professionals and HR Business Partners, Recruitment & Talent Acquisition Specialists, Workforce Planning Professionals, Line Managers and Department Heads, Project Managers, Organizational Development Professionals, Business Leaders involved in staffing decisions.

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 Program:

DAY ONE:

FOUNDATIONS OF RESOURCE & WORKFORCE MANAGEMENT

❖ Understanding the strategic context

- The evolving role of HR in strategic workforce management
- Understanding organizational strategy and workforce alignment

- Fundamentals of resource management
- Workforce planning concepts and frameworks
- Identifying workforce demand vs. supply
- Competency mapping and role analysis
- Understanding workforce challenges (shortages, surpluses, skills mismatch)
- Introduction to workforce analytics

❖ **Practical Activities:**

- Case study: Aligning workforce with business strategy
- Exercise: Role & competency analysis

DAY TWO:

STRATEGIC RECRUITMENT & TALENT ACQUISITION

❖ **Attracting the right talent**

- Recruitment strategy vs. recruitment process
- Employer branding and value proposition
- Workforce demand forecasting
- Sourcing strategies (internal vs. external talent)
- Modern recruitment channels & digital recruitment
- Designing effective job descriptions
- Competency-based recruitment
- Reducing bias in hiring
- Recruitment metrics and KPIs

❖ **Practical Activities:**

- Exercise: Building a recruitment strategy
- Workshop: Crafting high-impact job descriptions

DAY THREE:

SELECTION, ASSESSMENT & HIRING DECISIONS

❖ **Choosing the best candidates**

- Designing selection frameworks
- Competency-based interviewing techniques
- Behavioral & situational interviewing
- Assessment methods (tests, simulations, assessment centers)
- Evaluating candidate fit (skills, culture, potential)
- Decision-making models in hiring
- Legal & ethical considerations in recruitment
- Improving candidate experience

❖ **Practical Activities:**

- Mock interviews & evaluation exercises
- Candidate assessment simulation

DAY FOUR:

TALENT PLANNING & WORKFORCE OPTIMIZATION

❖ **Managing talent beyond hiring**

- Talent planning vs. workforce planning
- Identifying critical roles & key talent
- Talent segmentation & workforce categorization
- Succession planning fundamentals

- Talent pipelines and internal mobility
- Resource allocation & utilization strategies
- Managing workforce gaps & risks
- Retention strategies & talent development alignment
- ❖ **Practical Activities:**
 - Exercise: Building a succession framework
 - Workshop: Workforce gap analysis

DAY FIVE:

WORKFORCE ANALYTICS, METRICS & STRATEGIC INTEGRATION

- ❖ **Data-driven workforce decisions**
 - Introduction to workforce & talent analytics
 - Key workforce metrics & dashboards
 - Predictive workforce planning concepts
 - Measuring recruitment effectiveness
 - Strategic decision-making using data
 - Aligning HR strategy with business performance
 - Building integrated workforce strategies
 - Action planning & implementation roadmap
- ❖ **Practical Activities:**
 - Exercise: Interpreting workforce data
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

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 Certificate(s):

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

Training Fees:

USD\$ TBA - 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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