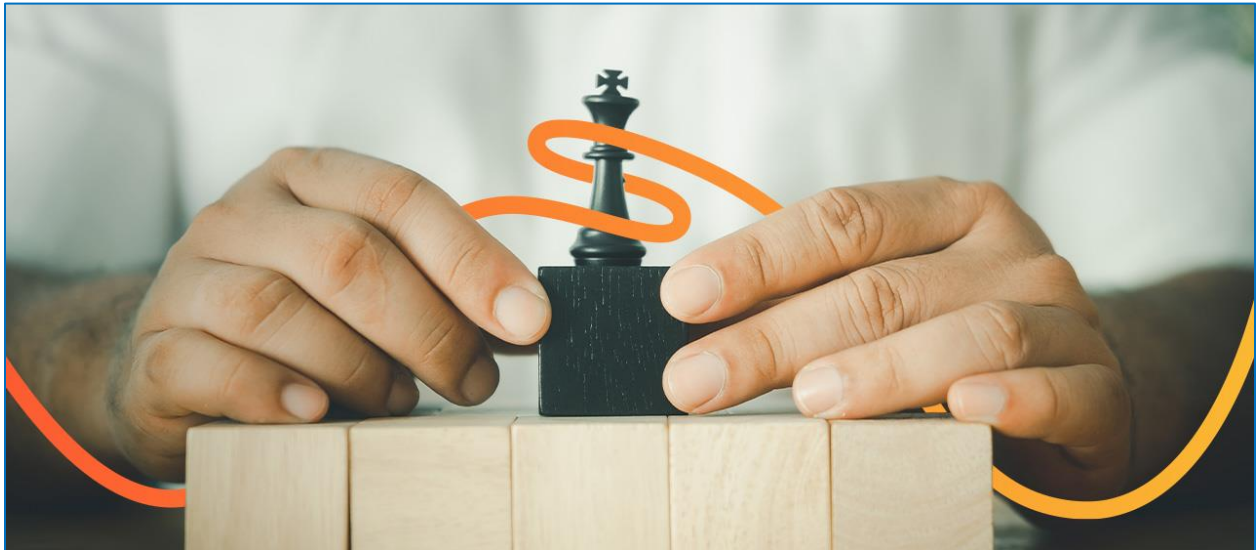




HM239: Strategic Recruitment Process: Workforce Planning & Budgeting

Training Description:

This comprehensive training is designed to equip HR professionals, talent acquisition specialists, and organizational leaders with strategic tools and techniques for effective workforce planning and budgeting. The training course focuses on aligning recruitment efforts with business goals, forecasting future workforce needs, and managing budgets efficiently to ensure optimal resource allocation. Participants will learn how to create data-driven strategies to attract, hire, and retain top talent while maintaining cost-effectiveness and operational efficiency.

Training Objectives:

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

- ✓ Understand the strategic role of workforce planning in organizational success
- ✓ Align recruitment strategies with business objectives and financial constraints
- ✓ Develop actionable workforce plans using internal and external labor market data
- ✓ Build recruitment budgets and evaluate cost-effective sourcing strategies
- ✓ Use HR analytics to track, forecast, and report recruitment performance
- ✓ Implement workforce planning tools and models to anticipate future talent needs

Training Designed for:

This training course is intended for HR Managers & HR Business Partners, Talent Acquisition & Recruitment Professionals, Workforce Planners & Organizational Development Practitioners, Department Heads involved in staffing decisions, Finance professionals collaborating on recruitment budgeting and Anyone involved in strategic HR planning.

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:

- ❖ Introduction to Strategic Workforce Planning
 - Overview of Strategic Workforce Planning
 - The Link Between Business Strategy and Talent Needs
 - Workforce Segmentation & Role Criticality
 - Internal vs. External Talent Supply
 - Strategic vs. Operational Workforce Planning
 - **Case Study:** Aligning Workforce Planning with Organizational Strategy
 - **Activities:** Gap analysis workshop, group discussion on talent risks

DAY TWO:

- ❖ Demand Forecasting & Talent Gap Analysis

- Forecasting Methods: Qualitative & Quantitative
- Identifying Future Talent Needs
- Competency Modeling & Skills Inventory
- Workforce Analytics for Demand Forecasting
- Identifying Gaps: Surplus, Shortage, and Skill Mismatch
- Scenario Planning & Contingency Strategies
- **Activities:** Hands-on forecasting exercise, labor market analysis

DAY THREE:

❖ Recruitment Budgeting and Financial Planning

- Budgeting Principles for Talent Acquisition
- Calculating Cost-per-Hire, Time-to-Fill, and ROI
- Aligning Recruitment Spend with Business Goals
- Budget Allocation: Advertising, Agencies, Technology, Assessment
- Creating a Recruitment Budget Template
- Evaluating Return on Talent Investments
- **Activities:** Budget planning simulation, cost-effectiveness analysis

DAY FOUR:

❖ Strategic Sourcing and Talent Acquisition Planning

- Building a Talent Acquisition Strategy
- Sourcing Channels: Internal Mobility, External Talent Pools
- Employer Branding & Candidate Experience
- Workforce Diversity & Inclusion in Recruitment
- Workforce Planning Tools and Software
- Metrics for Monitoring Recruitment Strategy
- **Activities:** Talent acquisition plan creation, sourcing channel analysis

DAY FIVE:

❖ Integration, Monitoring, and Continuous Improvement

- Integrating Workforce Planning with Other HR Functions
- Workforce Dashboards and Analytics Reporting
- Strategic Communication with Stakeholders
- Continuous Improvement in Workforce Planning
- Governance, Compliance, and Ethical Considerations
- Final Project Presentations & Action Planning
- **Activities:** Team presentations, peer feedback, personal action plan

❖ 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:

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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