



HM240: Manpower Analysis for Strategic Workforce Planning

Training Description:

This intensive training program is designed to equip HR professionals, workforce analysts, and strategic planners with the skills and tools necessary to conduct thorough manpower analysis. Participants will learn how to collect, interpret, and model workforce data to make informed talent management decisions that align with organizational strategy. The training course combines theoretical frameworks with **hands-on exercises** to ensure practical application.

Training Objectives:

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

- ✓ Understand and apply methodologies to analyze workforce data and trends
- ✓ Build and interpret manpower models and forecasts
- ✓ Identify organizational talent gaps and surpluses
- ✓ Align workforce planning initiatives with strategic business goals
- ✓ Create impactful reports and presentations for stakeholders using workforce analytics

Training Designed for:

This training course is intended for HR Managers and HR Business Partners, Workforce/HR Analysts, Strategic Planners, Talent Management Professionals, Organizational Development Specialists and Line Managers involved in manpower 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 Manpower Analysis and Workforce Data Trends
 - Overview of manpower analysis and its role in strategic HR
 - Types of workforce data: quantitative vs. qualitative
 - Key data sources: HRIS, payroll, performance systems
 - Trends impacting workforce analysis (e.g., aging workforce, remote work, gig economy)
 - Basic statistical tools for analyzing workforce trends
- ❖ Exercises: Case study discussion on current workforce trends

DAY TWO:

- ❖ Creating Manpower Models and Forecasts
 - Manpower modeling techniques (trend analysis, ratio analysis, regression)
 - Forecasting workforce supply and demand
 - Scenario planning and simulation models
 - Using Excel and other tools for manpower modeling

- Common pitfalls in manpower projections
- ❖ **Exercises:** Hands-on exercise to build a workforce forecasting model

DAY THREE:

- ❖ **Assessing Organizational Needs and Identifying Talent Gaps**
 - Conducting a workforce gap analysis
 - Identifying critical roles and competencies
 - Skills inventory and succession planning data
 - Internal vs. external labor market analysis
 - Impact of turnover, retirement, and attrition on planning
- ❖ **Exercises:** Gap analysis workshop using sample organizational data

DAY FOUR:

- ❖ **Aligning Manpower Strategy with Business Goals**
 - Linking workforce planning to strategic goals
 - Strategic workforce planning frameworks
 - Talent segmentation and workforce prioritization
 - Change management considerations
 - Integrating manpower plans with departmental strategies
- ❖ **Exercises:** Team exercise on aligning manpower needs with a fictional company strategy

DAY FIVE:

- ❖ **Reporting and Presenting Workforce Analysis to Stakeholders**
 - Key elements of effective workforce reports
 - Data visualization techniques (charts, dashboards)
 - Communicating insights to non-technical stakeholders
 - Making data-driven recommendations
 - Building a manpower analysis presentation
- ❖ **Exercises:** Participants prepare and present a final workforce analysis report
- ❖ 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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