



*Training Course:  
The Manpower Planning Masterclass (Certified  
Manpower Planner)*

*16 - 20 December 2024  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: The Manpower Planning Masterclass (Certified Manpower Planner)

Training Course code: HR3045 From: 16 - 20 December 2024 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

### Introduction

Manpower Planning is now a critical factor in the longer-term ability of International businesses to compete globally. It is now seen as a key business requirement, organizations must have a clear strategy, to support the Manpower Planning process, we will discuss a number of real-life strategies and approaches.

Having a clear strategy will enable informed decisions to be made to achieve a balanced approach, how to assess and when to develop current staff or, actively recruiting external candidates into the company to satisfy future requirements.

In this Masterclass, we will consider how to maximize the use of resources in order to develop the right people at the right time for the future demands on the business. Having attended the Masterclass you will have gained sufficient knowledge and insights to put them into practice immediately after the program and you will:

- Understand how to predict and therefore manage future trends
- Consider the balance between managing individuals careers and business needs
- Appreciate the relationship between operational and human resource management
- Be able to use the most appropriate approach to your business manpower planning process
- Develop your process management skills in order to maximize the use of resources
- Learn and be able to implement new dynamic manpower planning systems

### Course Objectives of Manpower Planning Masterclass

- Consider a number of strategic models for manpower planning
- Master and be able to use methods to explore predictive trends.
- Be able to convert predictive data into a monetary value
- Re-energize interviewing, appraisal processes and systems
- Create a methodology to present business information effectively
- Be aware of organizational measurement tools and those that can be applied to individuals
- Develop business techniques in order to manage the manpower planning process
- Discuss a number of clearly worked examples from the world of International Business for your reference and use back at work
- Plan and implement action plans for self and individuals/managers involved in the Manpower Planning process

### TRAINING METHODOLOGY

- Mainly using interactive techniques, taking into account individuals experience - using discussions, analysis by the participants and case studies with appropriate inputs from the Programme Leader
- Allowing time to explore options, testing benefits/potential pitfalls and various courses of action depending on the situation or requirement
- Sharing of a number of global frameworks, methodologies, assessment of theories and, group presentations and discussions, etc.

- The aim is to produce practical outcomes at all times - accordingly, participants will be encouraged to form into small groups to look at specific topics in-depth as the program develops
- Delegates will experience a relaxed, friendly and supportive environment, evidence suggests that delegates learn best and remember more in such environments
- There will also be the opportunity to discuss individual circumstances on a one to one basis with the Programme Leader if required

## Course Outlines of Manpower Planning Masterclass

### DAY 1 - The dynamic role of manpower planning

- Introductions, program, objectives, and ways of working
- HR models and how to satisfy potential future organizational structures
- The growing business importance of HR manpower planning HRMP
- The changing shape of organizations and work requirements - the effects on today's organization
- Trends - right-sizing; what's appropriate - use of decision-making tools and examples
- The four main areas of manpower planning - Strategic focus, Data and analysis, manpower planning and people development including a case study
- Daily review

### DAY 2 - The strategic focus on manpower planning from first principals

- The new HR strategic map
- How to use a strategic template - exercise and case study
- Measuring organizational maturity - a trigger for manpower planning activities - exercise
- Converting strategy into workable plans, the collection, and analysis of business data to trigger appropriate action - including exercise
- Techniques for delivering on time and on budget
- Daily review

### DAY 3 - Manpower, forecasting and trend analysis

- Understanding trends - examples and exercise
- Use of predictive software to support the supply of manpower
- How to measure relationships and understand results - exercises
- The need for using unit costs - exercise
- Individual measurements, exactly how competencies are structured
- Managing expectations and individual's needs
- Measuring and forecasting individuals performance using behavioral techniques
- Daily review

### DAY 4 - Manpower supply - Business planning and manpower re-engineering

- Selecting the "right" principal for manpower supply
- Consider the three approaches to succession planning
- The use of pre-selection for key posts - the role of psychometric testing, emotional intelligence assessment center's, agreements and visual development maps
- Business review - why manpower planning should be considered and where it has an impact - including a case study
- Daily review

### DAY 5 - Making the Manpower planning process fit together to maximize results

- The use of management tools and techniques to achieve maximum effect
- Why performance appraisals on their own don't work for selection into development pools
- Three approaches, talent pool, individual selection, and headhunting
- The cooperation needed in order to achieve the business benefits
- How the whole manpower planning process should "fit" together
- Final review and presentation of certificates and CPE points

## Registration form on the Training Course: The Manpower Planning Masterclass (Certified Manpower Planner)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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### Easy Ways To Register

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