



*Training Course:  
Workforce Planning and Budgeting*

*4 - 8 May 2025  
Manama (Bahrain)  
Fraser Suites*

## Training Course: Workforce Planning and Budgeting

Training Course code: FI235313 From: 4 - 8 May 2025 Venue: Manama (Bahrain) - Fraser Suites Training Course Fees: 4250 € Euro

### Introduction:

Welcome to the Workforce Planning and Budgeting training program offered by Global Horizon Training Center. This comprehensive program is designed to equip professionals with the essential skills and knowledge needed to effectively plan and budget for the workforce within their organizations. As workforce dynamics continue to evolve, it is crucial for businesses to optimize their human capital in alignment with strategic objectives. This program will provide participants with the tools and strategies necessary for successful workforce planning and budgeting.

### Program Objectives:

- Understand the importance of workforce planning and budgeting in achieving organizational goals.
- Develop proficiency in analyzing current workforce trends and predicting future needs.
- Learn how to align workforce planning with overall business strategy.
- Master the techniques for creating and managing a realistic workforce budget.
- Explore best practices for implementing workforce planning initiatives within an organization.

### Target Audience:

This program is tailored for HR professionals, managers, and executives involved in workforce planning, budgeting, and strategic decision-making. It is also beneficial for individuals aspiring to enhance their skills in managing human resources effectively.

### Outlines:

#### Day 1: Foundations of Workforce Planning

- Introduction to workforce planning
- Importance and benefits of effective workforce planning
- Global trends and challenges in workforce management
- Case studies and real-world examples

#### Day 2: Analyzing Current Workforce

- Assessing current workforce capabilities and skills

- Identifying key performance indicators KPIs
- Utilizing data analytics for workforce insights
- Gap analysis and identifying areas for improvement

#### Day 3: Aligning Workforce Planning with Business Strategy

- Understanding organizational goals and objectives
- Linking workforce planning to strategic planning
- Creating a roadmap for alignment
- Role of leadership in driving alignment

#### Day 4: Workforce Budgeting Techniques

- Introduction to workforce budgeting
- Factors influencing budgeting decisions
- Creating a realistic workforce budget
- Forecasting future workforce needs

#### Day 5: Implementation and Best Practices

- Developing an actionable workforce plan
- Communicating the plan to stakeholders
- Overcoming challenges in implementation
- Monitoring, evaluating, and adjusting the workforce plan
- Best practices and success stories in workforce planning and budgeting

## Registration form on the Training Course: Workforce Planning and Budgeting

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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
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
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