



*Training Course:  
Workforce Planning and Recruitment*

*3 - 7 February 2025  
Geneva (Switzerland)*

## Training Course: Workforce Planning and Recruitment

Training Course code: HR3015 From: 3 - 7 February 2025 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

This unique course provides participants with all they need to know about the new manpower planning cycle -now called Human Resource Planning HRP. This has become the fastest growing and most dynamic area in today's Human Resources Departments. In some organizations its value is fully recognized and it becomes a department in its own right. The new manpower planning requires a complete set of new skills, tools, and software. This advanced program will show you what needed and what results can be achieved.

- Find out about the software needed for predictive manpower planning
- Master the way to do organizational charts, and manager/ supervisor ratios
- The new approach used on this program will provide a very high ROI on your investment
- Benefit from manpower utilization research completed in 2010

### Course Objectives of Workforce Planning and Recruitment

Delegates attending this program will be able to:

- Use the new linear strategic model works for manpower planning
- Calculate and produce convincing results from manpower data including predictive trends
- How each segment of the manpower model works, data collection, analysis and succession planning
- Design and master the ability to construct organizational charts and ratios
- Know what software to use for predictive trend analysis and forecasting
- Be able to draw a business process map and understand how to do business process re-engineering.

### Training Methodology

All the complex issues will be simplified using practical examples and case studies. All training will be conducted in a friendly participative environment. Extensive group work, with mini-presentations at all major stages of the program. Where appropriate, video and video clips will be used to reinforce key points. Each person will be encouraged to write up their own implementation plan for action when returning to work.

### Organizational Impact of Workforce Planning and Recruitment

- Dealing with only one area of HRM often does more harm than good, this course gives the big picture
- Personnel attending will be able to master the new techniques which will aid organizational efficiency.
- Data management as part of manpower planning is often inadequate, those attending will be able to calculate and produce predictive information which will be of great use and measurable value to the business
- Be able to react to fast-moving business changes by using the "RIGHT" technique
- Will be able to provide up to date advice on organizational design, link employee numbers with work done and fully understand downsizing and right-sizing

- Will have knowledge of the immense value that the organization can benefit from using the latest formulas, software and predictive tools

## Personal Impact of Workforce Planning and Recruitment

- There will be new things and approaches that will stimulate you and give you a great professional advantage
- Learning the new models will be facilitated through numerous case studies and practical group work - aiding your learning experience.
- Human Resource Management is rapidly becoming an essential element of HR departments -it's new; the processes are new and this course will ensure you can master the techniques and be ready for the new HR.
- The practical nature of this course is designed to aid your learning and enjoyment- examples throughout including mastering how to do correlations and what data to use -will be simplified through many practical worked examples.
- We would consider this course to be essential for any person wishing to have a successful career in HR or in building or changing organizations

## Course Outlines of Workforce Planning and Recruitment

### DAY 1

#### Manpower Strategy and Organisational Analysis Area 1

- The critical role of the new manpower planning activity
- Getting strategic timelines for effective manpower planning
- The new strategic model and the 10 critical inputs
- Emergency planning -the critical role of manpower planning
- Predicting when the organisation needs to change - use of the land model
- The land model - questionnaire
- Case study on Manpower planning -what should manpower planning do?
- Case study and review

### DAY 2

#### Organisational Design, Down Sizing, Right-Sizing and Employee to Manager Ratios

- How organizations are designed
- Organizational design and its two major faults for the 21st century
- The rules that apply to determine manpower levels - Exercise F and group feedback
- The value of team working and its impact on management levels and productivity
- Downsizing - Case study and group work
- Right-sizing - case study
- Right-sizing - group exercise

### DAY 3

#### The Three Key Functions of Today's Manpower Planners

- The three areas, Strategic focus, Manpower analysis and predictive forecasting area 2 and Situation fulfillment
- Manpower analysis - data and projections - what is involved

- Critical data needed and software to do the job
- Understanding performance - data needed
- Understanding competencies - data needed
- Understanding productivity - data needed
- Critical software needed to action the above -demonstration
- Case study, rightsizing and producing a workflow improvement in an existing organization

#### DAY 4

##### Situational Fulfillment of Manpower Area 3

- Understanding the "right" principle
- Trend analysis, retrospective, and projective techniques
- Use of Monte Carlo simulation - demonstration and discussion
- Manpower data correlations - the financial advantage to the organization
- Succession planning - the three option approach
- Group development for succession planning - option 1
- Individual and deputy selection - option 2
- External selection - use of head hunters - option 3

#### DAY 5

##### The Five Critical Processes That Support Manpower Planning

- 1 Pay and rewards - the psychological contract
- 2 Recruitment - new techniques = new results
- Innovations in interviewing since 2008
- 3 Training - making training effective and measurable
- 4 The critical role of performance appraisal
- Business process re-engineering -demonstration and practical exercise

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

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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  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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