Global Horizon
TRAINING CENTER

Training Course:
Workforce Management and Planning

30 June - 4 July 2025
London (UK)
Landmark Office Space - Oxford Street

Training Course:
Workforce Management and Planning

Training Course code: HR235372 From: 30 June - 4 July 2025 Venue: London (UK) - Landmark Office Space - Oxford Street Training Course Fees: 5500   Euro

Introduction:

Workforce management is one of the most critical functions of human resources, aiming to ensure the availability of suitable employees with the required skills at the right time to achieve organizational goals. This function plays a crucial role in the success of any organization, regardless of its size or field of operation.

This specially designed training course for human resources specialists aims to provide them with the knowledge and skills necessary to effectively practice workforce planning.

Program Objectives:

1. Understand the concept of workforce planning and its importance.

2. Learn how to analyze current and future workforce needs.

3. Acquire skills to develop effective workforce plans.

4. Familiarize with recruitment, training, and development methods necessary for implementing workforce plans.

5. Learn how to measure and evaluate the effectiveness of workforce plans.

Target Audience:

- Human resources specialists.

- Human resources managers.

- Employees in recruitment, training, and development departments.

- Anyone interested in learning the principles of workforce planning.

Outlines:

Day 1:

Introduction to Workforce Planning:

- Definition of workforce planning and its importance.

- Factors affecting workforce needs.

- Practical steps in workforce planning.

- Analysis of current workforce needs:

    ○ Review of the current organizational structure.

    ○ Analysis of required skills and competencies.

    ○ Analysis of employee turnover rates.

Day 2: Analysis of Future Workforce Needs:

- Growth and expansion forecasts.

- Technological changes.

- Trends in the job market.

- Workforce development:

    ○ Identifying workforce objectives.

    ○ Identifying recruitment, training, and development strategies.

    ○ Budgeting for the workforce.

Day 3: Recruitment Methods:

- Candidate attraction sources.

- Candidate screening techniques.

- Conducting interviews.

- Recruitment process.

- Training and development:

    ○ Identifying training and development needs.

    ○ Designing training and development programs.

    ○ Implementing training and development programs.

Day 4: Measurement and Evaluation of Workforce Plan Effectiveness:

- Key performance indicators KPIs for measuring workforce plan effectiveness.

- Data analysis and results evaluation.

- Making adjustments to workforce plans.

Day 5: Future Workforce Management Strategies:

- Impact of technology on the workforce.

- Future workforce skills required.

- Best practices in workforce management.

Registration form on the Training Course:
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