



*Training Course:
Workforce Planning and Recruitment*

*9 - 13 November 2026
Kigali (Rwanda)*

Training Course: Workforce Planning and Recruitment

Training Course code: HR3015 From: 9 - 13 November 2026 Venue: Kigali (Rwanda) - Training Course Fees: 6350 € Euro

Introduction

This advanced training program, designed by Global Horizon Training Center, provides a comprehensive understanding of the modern manpower planning cycle, now widely recognized as **Human Resource Planning (HRP)**—one of the fastest-growing and most strategic functions in today's HR landscape.

Organizations increasingly rely on workforce planning to align human capital with long-term business strategy. This program equips participants with the advanced skills, tools, and analytical approaches required to forecast workforce needs, optimize organizational structures, and enhance productivity through data-driven decision-making.

Participants will explore cutting-edge methodologies including predictive analytics, organizational design, workforce ratios, and business process re-engineering. The program also emphasizes the integration of HR data, software tools, and strategic models to support proactive workforce planning and improve organizational agility.

By the end of the program, participants will have the capability to design, implement, and manage effective workforce planning systems that deliver measurable business value and high return on investment.

Objectives

By the end of this program, participants will be able to:

- Apply the modern linear strategic model for workforce planning
- Analyze manpower data and generate predictive workforce trends
- Understand and implement key components of the manpower planning cycle including data collection, analysis, and succession planning
- Design and develop organizational structures, including reporting lines and managerial ratios
- Utilize appropriate software tools for forecasting and workforce analytics
- Develop business process maps and apply business process re-engineering techniques
- Integrate workforce planning with organizational strategy and operational requirements

Target Audience

- HR Managers and Workforce Planning Specialists
- Organizational Development Professionals
- Talent Management and Succession Planning Specialists
- HR Analysts and Strategic HR Professionals
- Senior HR Officers involved in manpower planning and recruitment
- Professionals responsible for organizational design and restructuring

Outlines

Day 1: Manpower Strategy and Organizational Analysis

- The strategic importance of workforce planning
- Establishing timelines for effective manpower planning
- The modern HR strategic model and its key inputs
- Emergency and contingency workforce planning
- Predicting organizational change using advanced models
- Application of strategic workforce planning tools
- Case study: Workforce planning in practice

Day 2: Organizational Design and Workforce Structuring

- Principles of organizational design
- Common design challenges in modern organizations
- Determining optimal workforce levels
- Manager-to-employee ratio analysis
- The impact of teamwork on structure and productivity
- Downsizing vs. right-sizing strategies
- Practical exercises and case studies

Day 3: Workforce Analysis and Predictive Forecasting

- Core functions of workforce planners
- Workforce data analysis and projections
- Identifying key performance, competency, and productivity metrics
- Introduction to workforce analytics software tools
- Using data to improve organizational efficiency
- Case study: Workflow optimization through workforce analysis

Day 4: Workforce Fulfillment and Succession Planning

- Applying workforce planning principles to real scenarios
- Trend analysis and forecasting techniques
- Introduction to advanced simulation models e.g., Monte Carlo
- Correlating workforce data with financial outcomes
- Strategic approaches to succession planning:
 - Talent pool development
 - Individual selection and internal pipelines
 - External recruitment and headhunting
- Group exercises and applications

Day 5: Integrating Workforce Planning with HR Processes

- The role of compensation and rewards in workforce planning
- Modern recruitment techniques and innovations
- Enhancing training effectiveness and measurement
- The strategic role of performance appraisal

- Introduction to business process re-engineering BPR
- Practical exercises and final integration of workforce planning processes

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

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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