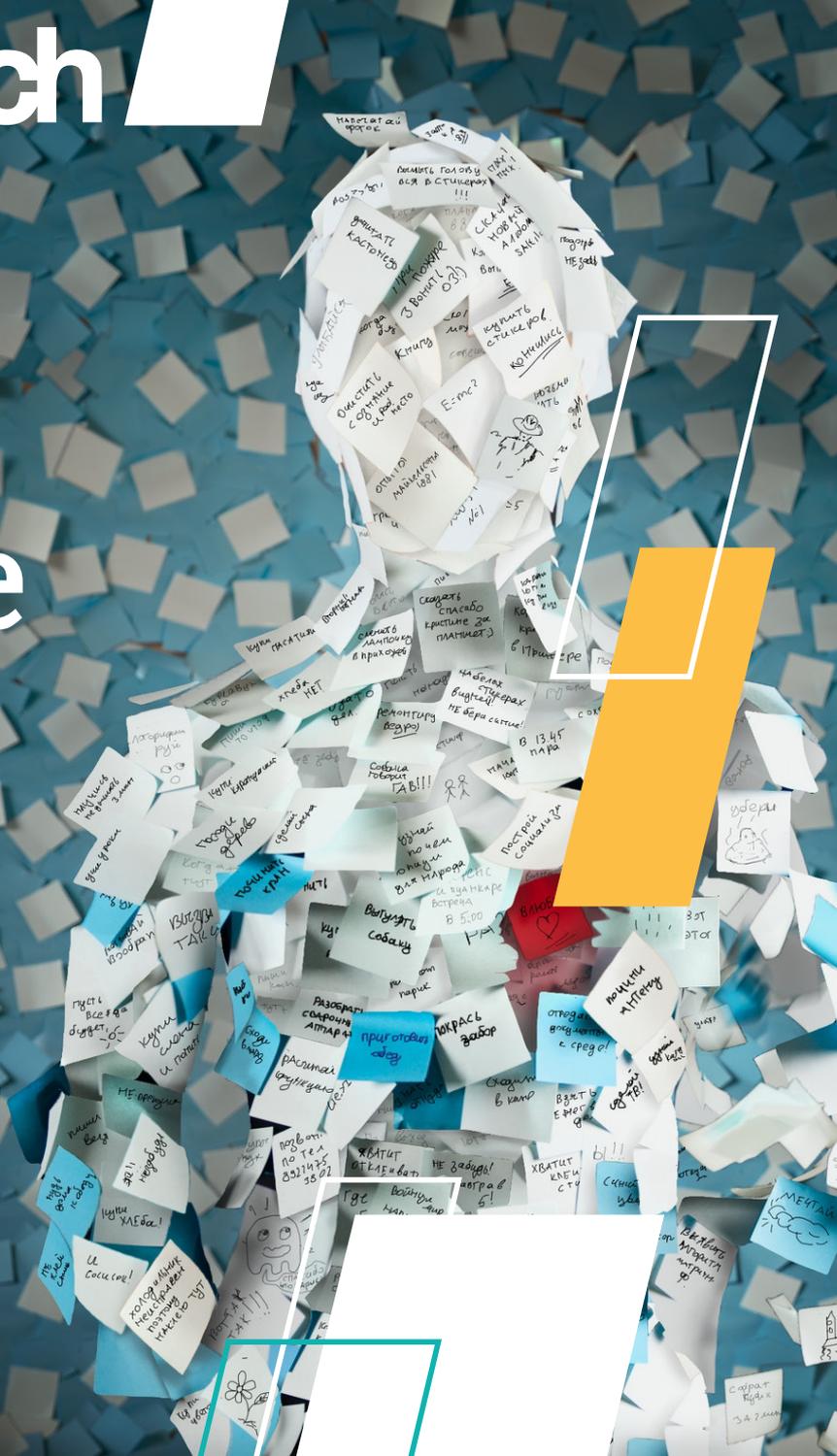


# Workforce Planning and Budgeting

( 5 Days Training Course )



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## Why Attend

Workforce planning is one of the most important HR processes and is necessarily linked to every other function in HR management. Yet, in spite of its importance, it is often implemented haphazardly due to organizational and market complexities. In addition to surveying the drivers for workforce planning and its key performance indicators, the course presents and elaborates on an operational model for forecasting demand and supply of employees and demonstrates how resulting gaps can be bridged with a variety of controllable staffing initiatives. Moreover, participants will have the opportunity to learn and apply the forecasting techniques that are normally used in workforce planning.

## Course Methodology

The course uses a mix of interactive techniques such as lecturettes, group activities, case studies, scenario analysis and team presentations

## Course Objectives

**By the end of the course, participants will be able to:**

- Define workforce planning within the context of human resources management
- Explain how HR planning is related to the overall strategic plan of the organization
- Identify the economic concepts of demand and supply and how they apply to the labor market
- Apply forecasting tools to the demand and supply of different types of human resources, both in terms of quantity and quality
- Recognize the relationship of HR planning to the staffing process
- Describe why an understanding of the external labor market is important in workforce planning
- Formulate staffing strategies to fill labor gaps whether shortages or surpluses
- Apply budgeting techniques for workforce planning

## Target Audience

Recruitment and workforce planning managers and specialists, HR professionals and strategy analysts with at least three years experience in workforce planning, general HR management and business partners. This course is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

## Target Competencies

- Deciding and initiating action
- Working with people
- Relating and networking
- Persuading and influencing
- Presenting and communicating
- Analytical thinking
- Applying expertise and technology
- Formulating concepts and strategies
- Planning and organizing
- Achieving goals and objectives

## Course Outline

### Overview of organizational development

The glue that makes an organization  
Organizational objectives  
Key terms in organization  
Departmentalization  
Mechanistic versus organic organization  
Strategy and organizational structure  
Choosing the right organization  
The economics of the organization

### Fundamentals of workforce planning

Workforce planning to get, keep and grow  
Defining workforce planning  
Strategic planning and workforce planning  
It is all a question of demand and supply  
Workforce planning and forecasting employee needs  
Aims and phases of workforce planning  
Drivers of workforce planning  
Benefits of workforce planning  
Keys to successful workforce planning  
Workforce planning Key Performance Indicators (KPIs)

### An operational model for workforce planning

Workforce planning analysis  
The strategic staffing process  
Causes of supply and demand gaps  
Static versus dynamic workforce planning  
Demand analysis and forecasting staffing needs  
Trend analysis  
Ratio analysis  
Scatter plot  
Zero manning methodology  
The supply analysis phase  
The gap analysis phase

### Workforce formulation: application of the basic model

Defining required staffing gaps or surpluses  
Defining required staffing actions  
Producing the staffing plan

### Beyond staffing plans

Using workforce planning to support management successions and development planning  
Proactive talent management  
Measuring staffing effectiveness and efficiency

## Course Outline

### Budgeting: process and approach

- Importance of budgeting
- Types of budgets
- Master budget components
- Approaches to budgeting
- Characteristics of effective operating budgeting
- Tools of budget estimation
- HR budgeting

- Cost control
- Control systems
- The control process
- Variance analysis