# Organization and Workforce Planning

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Singapore (Singapore)

UK Traininig
PARTNER



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## Introduction

In a fast-changing and highly competitive environment, Organization and Workforce Planning has become a critical practice that institutions rely on to ensure sustainable success and operational efficiency. It is no longer confined to human resources management but has become an integral part of corporate strategy, connecting long-term objectives with the available human capital.
This program helps organizations design flexible structures that can adapt to change, while developing workforce plans that address both current and future needs. It enables leaders and managers to create a comprehensive vision for talent management, address skill gaps, and prepare for challenges across key sectors such as oil and gas, financial services, telecommunications, government, marketing, and project management.

## Course Objectives

- Understand theoretical and practical foundations of organizational design.
- Analyze the relationship between strategic planning and workforce planning.
- Apply forecasting methods to anticipate future talent requirements.
- Assess skills gaps and design actionable development plans.
- Build strategies for talent retention and workforce sustainability.
- Develop mechanisms for succession planning and leadership pipelines.
- Apply case studies to benchmark global and regional best practices.
- Create an integrated framework to enhance long-term institutional performance.

## Course Outlines

### Day 1: Fundamentals of Organizational Design and Workforce Planning

- Defining organizational design and workforce planning.
- Linking organizational structures with strategic objectives.
- Exploring different organizational models and their applications.
- Core principles of workforce planning.
- Key drivers influencing workforce size and composition.
- Overview of workforce planning frameworks.



## Day 2: Tools and Methods for Workforce Analysis

- Collecting and analyzing workforce data.
- Identifying key human capital performance indicators.
- Applying quantitative and qualitative approaches to the current state assessment.
- Forecasting techniques for future workforce needs.
- Creating workforce distribution maps across organizational levels.
- Practical exercise on workforce gap analysis.

## Day 3: Addressing Skill Gaps and Talent Development

- Methods for identifying institutional and individual skill gaps.
- Designing competency-based development programs.
- Linking training initiatives with performance outcomes.
- Implementing competency frameworks.
- Approaches for continuous learning and future-ready capabilities.
- Workshop: building a plan to address workforce gaps.

## Day 4: Strategic Alignment of Workforce with Organizational Goals

- Connecting workforce planning with long-term corporate strategies.
- Developing talent retention and engagement strategies.
- Designing succession planning and leadership replacement systems.
- Managing organizational change during restructuring.
- Enhancing resilience to respond to market challenges.
- Group activity: creating a strategic workforce roadmap.

## Day 5: Practical Applications, Case Studies, and Final Evaluation

- Applying workforce planning models to real-life scenarios.
- Discussing implementation challenges in regional contexts.
- Assessing workforce risks and mitigation strategies.
- Developing applied projects presented by participants.
- Comprehensive evaluation of learning outcomes.
- Final review of essential concepts and practices.



## Why Attend This Course: Wins & Losses!

- Gain in-depth knowledge of organizational and workforce planning.
- Strengthen the link between human resources and strategic objectives.
- Learn proven tools for data analysis and workforce forecasting.
- Enhance the ability to address skill gaps and build talent pipelines.
- Develop retention and succession strategies for long-term stability.
- Learn from global and regional case studies.
- Improve change management and organizational resilience.
- Increase institutional efficiency and productivity.

## Conclusion

Organization and Workforce Planning is a strategic practice that enables organizations to design flexible structures and build a workforce capable of meeting both present and future demands. Through this course, participants gain the ability to analyze current conditions, forecast future needs, address skills gaps, and implement actionable plans that sustain institutional performance.

**By combining theory with hands-on application, the program equips professionals to transform workforce challenges into opportunities for growth, while strengthening competitiveness in fast-evolving business environments. This makes the discipline a cornerstone for building organizations that are both agile and strategically prepared for the future.**

