BLACKBIRD FOR TRAINING

Strategic Workforce Planning and Leave Management

3 – 7 May 2027
Cape Town (South Africa)



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Ref: 3254717_319057 **Date:** 3 – 7 May 2027 **Location:** Cape Town (South Africa) **Fees:** 4200 GBP

Introduction

The "Strategic Workforce Planning and Leave Management" course is designed to empower HR professionals with the knowledge and skills needed to optimize workforce planning and effectively manage employee leave. This course emphasizes aligning strategic workforce planning with organizational goals to ensure long-term success. Participants will learn to forecast workforce needs, address talent gaps, and implement efficient leave management systems. By the end of this course, participants will be equipped with the tools to enhance workforce efficiency while ensuring compliance with labor laws and leave policies.

Course Objectives

By the end of this course, participants will:

- Understand the fundamentals of strategic workforce planning and its benefits.
- Learn how to align strategic workforce planning with organizational objectives.
- Develop skills to forecast workforce needs and address talent gaps proactively.
- Create strategies to manage current and future workforce challenges.
- Understand the role of leave management in workforce planning and organizational success.
- Learn how to design and implement efficient leave management systems.
- Ensure compliance with leave policies and labor laws.
- Enhance workforce productivity and maintain operational continuity during leave periods.

Course Outlines

Day 1: Fundamentals of Strategic Workforce Planning

- Understand the importance of strategic workforce planning for organizational success.
- Learn the strategic workforce planning process and best practices.
- Assess current workforce capacity, skills, and gaps.
- Explore trends and challenges impacting strategic workforce planning.



Day 2: Forecasting Workforce Needs and Addressing Gaps

- Develop skills to analyze workforce data and predict future workforce needs.
- Learn techniques to identify and address talent gaps using strategic workforce planning analytics.
- Explore methods for succession planning and future-proofing workforce strategies.
- Prepare actionable plans to address changes in workforce composition.

Day 3: Designing Effective Leave Management Systems

- Understand the role of leave management in the overall workforce planning strategy.
- Learn how to design leave management systems that balance productivity and employee needs.
- Explore tools and systems for tracking and managing employee leave effectively.
- Ensure workforce availability while accommodating leave requests.

Day 4: Compliance with Labor Laws and Leave Policies

- Learn the best way to manage leaves while ensuring compliance with labor laws and organizational policies.
- Understand the legal requirements for leave management and workforce policies.
- Develop strategies to handle leave-related disputes and maintain accurate leave records.
- Ensure that leave management complies with all relevant regulations and standards.

Day 5: Integrating Workforce Planning with Leave Management

- Align leave management with the strategic workforce planning process to ensure continuity and productivity.
- Develop strategies to optimize workforce availability during leave periods.
- Use data-driven strategies to integrate leave management with workforce forecasting.
- Build sustainable strategies for long-term workforce planning and leave management success.

Why Attend This Course: Wins & Losses!

- Gain expertise in strategic workforce planning and leave management, enabling better alignment with organizational goals.
- Learn to forecast workforce needs and proactively address talent gaps, driving improved workforce efficiency.
- Understand the strategic workforce planning methodology to enhance decision-making.
- Design leave management systems that ensure compliance and maintain workforce continuity.
- Avoid disruptions caused by poorly managed leave policies.
- Ensure compliance with leave policies and labor laws, minimizing risk for your organization.
- Build sustainable strategies for strategic workforce planning and leave management to ensure long-term organizational success.



Conclusion

The "Strategic Workforce Planning and Leave Management" course equips HR professionals with the essential tools and strategies to balance workforce needs with organizational goals. By mastering strategic workforce planning, forecasting workforce requirements, and creating effective leave management systems, participants will be better prepared to optimize workforce efficiency and compliance.

Enroll now to gain the skills and strategies needed to excel in strategic workforce planning and leave management!

