

## Enhancing Manpower Planning & Training Management

*Cape Town (South Africa)*

*28 April - 2 May 2025*

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Code: HR28 From: 28 April - 2 May 2025 City: Cape Town (South Africa) Fees: 3300 Pound

### Introduction

The course "Workforce Planning and Training Management" aims to equip participants with the theoretical and practical foundations for effective workforce planning and training management. The course focuses on providing participants with the necessary skills to develop effective workforce planning strategies and achieve the optimal balance between business needs and available human resources. Additionally, the course covers training management methods that ensure the development and enhancement of the required skills and competencies for employees.

### Course Objectives of Improving Manpower Planning and Training Management

- Consider a number of strategic models for manpower planning
- Master and be able to use methods to explore predictive trends.
- Develop business techniques in order to manage the manpower planning process
- Plan and implement action plans for self and individuals/managers involved in the Manpower Planning process
- Relate all the above mentioned to managing the training function in an organization

### Improving Manpower Planning and Training Management Course Outlines

#### Day 1

##### The dynamic role of manpower planning vis-à-vis Training Management

- Introductions, programmed, objectives, and ways of working
- HR models and how to satisfy potential future organizational structures
- The growing business importance of HR manpower planning HRMP
- The changing shape of organizations and work requirements - the effects on today's organization
- Trends - right-sizing; what's appropriate - use of decision-making tools and examples
- The four main areas of manpower planning - Strategic focus, Data and analysis, manpower planning, and people development including a case study

#### Day 2

##### The strategic focus on manpower planning from first principals

- The new HR strategic map

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The text 'UK Training PARTNER' is overlaid on the board.

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- How to use a strategic template - exercise and case study
- Measuring organizational maturity - a trigger for manpower planning activities - exercise
- Converting strategy into workable plans, the collection, and analysis of business data to trigger appropriate action
- Techniques for delivering on time and on budget

## Day 3

### Manpower, forecasting, trend analysis, and Training planning

- Understanding trends - examples and exercise
- Use of predictive software to support the supply of manpower
- How to measure relationships and understand results - exercises
- The need for using unit costs - exercise
- Individual measurements, exactly how competencies are structured
- Managing expectations and individual's needs
- Measuring and forecasting individual's performance using behavioral techniques

## Day 4

### Manpower supply - Business planning and manpower re-engineering

- Selecting the "right" principal for manpower supply
- Consider the three approaches to succession planning
- The use of pre-selection for key posts - the role of psychometric testing, emotional intelligence assessment centers, agreements, and visual development maps
- Business review - why manpower planning should be considered and where it has an impact
- Explore the linkages and interrelation with training

## Day 5

### Making the Manpower planning process fit together to maximize results

- The use of management tools and techniques to achieve maximum effect
- Why performance appraisals on their own don't work for selection into development pools
- Three approaches, talent pool, individual selection, and headhunting
- The cooperation needed in order to achieve the business benefits
- How the whole manpower planning process should "fit" together with HR & Training function



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