

## Strategic Workforce Planning and Leave Management

*Cape Town (South Africa)*

*19 - 23 January 2026*

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# Strategic Workforce Planning and Leave Management

Code: HR28 From: 19 - 23 January 2026 City: Cape Town (South Africa) Fees: 3300 Pound

## Introduction

The "Strategic Workforce Planning and Leave Management" course is designed to empower HR professionals to optimize workforce planning and effectively manage employee leave. The course focuses on aligning workforce strategies with organizational goals to ensure sustainable success. Participants will learn how to forecast workforce needs, address talent gaps, and design efficient leave management systems. By the end of the course, participants will be equipped to enhance workforce efficiency and ensure compliance with leave policies and labor laws.

## Course Objectives

- Understand the fundamentals of strategic workforce planning.
- Learn how to align workforce planning with organizational objectives.
- Develop skills to forecast workforce needs and address talent gaps.
- Create strategies to manage current and future workforce challenges.
- Understand the importance of leave management in workforce planning.
- 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.

## Course Outlines

### Day 1: Fundamentals of Strategic Workforce Planning

- Understand the importance of workforce planning for organizational success.
- Learn the key principles and steps in strategic workforce planning.
- Assess current workforce capacity and skills.
- Explore trends and challenges impacting workforce planning.

### Day 2: Forecasting Workforce Needs and Addressing Gaps

- Develop skills to analyze workforce data and predict future needs.
- Learn techniques to identify and address talent gaps.
- Explore methods for succession planning and future-proofing workforce strategies.
- Prepare action plans for addressing workforce changes.

### Day 3: Designing Effective Leave Management Systems

- Understand the role of leave management in workforce planning.
- Learn how to create clear and efficient leave policies.
- Explore tools and systems for tracking and managing employee leave.

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

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- Balance workforce availability while accommodating leave needs.

#### Day 4: Compliance with Labor Laws and Leave Policies

- Learn the legal requirements for leave management and workforce policies.
- Ensure compliance with labor laws and organizational policies.
- Develop strategies for handling leave-related disputes.
- Maintain accurate leave records to meet compliance standards.

#### Day 5: Integrating Workforce Planning with Leave Management

- Align leave management with strategic workforce planning.
- Develop plans to maintain productivity during leave periods.
- Use data-driven strategies to optimize workforce availability.
- Build sustainable strategies for long-term workforce and leave management.

#### Why Attend This Course: Wins & Losses!

- Gain expertise in strategic workforce planning and leave management.
- Learn to forecast workforce needs and address talent gaps proactively.
- Align workforce strategies with organizational goals for better outcomes.
- Design leave management systems that ensure efficiency and compliance.
- Avoid disruptions caused by poor planning or leave management.
- Enhance productivity by balancing workforce availability and leave needs.
- Ensure compliance with labor laws and leave policies.
- Build sustainable strategies for workforce planning and leave management success.

#### Conclusion

The "Strategic Workforce Planning and Leave Management" course provides HR professionals with the tools and expertise to balance productivity with employee needs. By learning to forecast workforce requirements and create effective leave management systems, participants will be better equipped to support organizational goals and achieve sustainable success.

Enroll now to gain the skills and strategies needed for effective workforce planning and leave management!

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**BLACKBIRD**  
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International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

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