



HR Strategy and Training

Advanced Manpower Planning

Course Introduction

Due to the growing size of companies, increasing competition, globalization, technological advances, deregulation and other government measures there exists a wide gap between the demand for and supply of qualified and skilled manpower. It is why the need for an effective manpower planning is very essential to organizational success. Without it, companies will find it hard to progress in a planned and systematic manner. Effective manpower planning is an essential step for the company's success.

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This training course is designed to provide participants with advanced concepts and knowledge on workforce planning. This course aims to help participants develop and execute a more rigorous manpower plan, and leverage Human Resources to accomplish organization's strategic goals.

Target Audience

- HR Managers & HR Business Partners
- Workforce Planning Specialists
- Talent Acquisition & Recruitment Professionals
- Learning & Development (L&D) Managers
- Department Heads & Line Managers
- Operations & Production Managers
- Strategic Planners & Business Analysts
- Chief Human Resources Officers (CHROs)
- Chief Operating Officers (COOs)
- Business Owners & Entrepreneurs

Learning Objectives

At the end of the training course, participants will be able to

- Gain advanced strategies, technologies and concepts for manpower planning.
- Conduct and draw conclusions from trend analysis that enhances HR manpower systems.
- Effectively handle functions related to manpower that cause issues
- Utilize new software for manpower planning and scheduling.
- Identify and use ways new ways of determining time-off allotments
- Know how to use vacation and schedule bids to improve planning processes
- Recognize the metrics that drive bad behavior and how to avoid them
- Learn how to measure schedule efficiency
- Effectively communicate and partner with operations.

Course Outline

• 01 Day One

Trend Analysis

- Steps for detecting and analyzing trends
- Trend analysis tips
- Trends to look for
- Trends for manpower inventory, job analysis, resourcing, and manpower scheduling

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• 02 Day Two

Advanced Planning Processes

- Shift selection
- Vacation bidding
- Inventory
- Determining time-off allotments
- Time-off requests
- Ranking of agents
- Shift differential

• 03 Day Three

Advanced Strategies

- Recruitment strategies
- Retention strategies
- Balancing supply and demand within the requirements of localization
- Exploring approaches that supply results

Managing Related Manpower Functions

- Carryover forecasting
- 24/7 scheduling
- Disaster recovery and business continuity
- Non-phone workloads

• 04 Day Four

Software programmes for manpower planning

- New technologies and software for manpower planning
- The importance of the plan and its image within the organization and how technology can assist in this process

Performance Measures

- Schedule efficiency
- Forecast accuracy

• 05 Day Five

Other Processes

- Effective planning and communication meetings
- Advanced long-term planning
- Participant issues that have not been covered

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 18, 2025	5 days	4950.00 \$	England - London
April 28, 2025	May 2, 2025	5 days	4950.00 \$	Malaysia - kuala lumpur
July 20, 2025	July 24, 2025	5 days	2150.00 \$	Virtual - Online
Sept. 28, 2025	Oct. 2, 2025	5 days	4250.00 \$	KSA - Al Khobar
Dec. 22, 2025	Dec. 26, 2025	5 days	4250.00 \$	UAE - Dubai
May 11, 2025	May 15, 2025	5 days	4250.00 \$	oman - salalah