



HR Strategy and Training

HR Budgeting (HR Financials: Workforce Planning and Budgeting)

Course Introduction

This training course is designed to provide participants with the knowledge on managing human resources (HR) and the finances related to it. This course focuses on models' structures techniques and processes for managing HR and transforming the HR function to assume a more strategically central part of an organization. Having a deeper understanding of the financial side of business HR managers can gain valuable insight into company strategy and can make their HR department an indispensable component of their organization.

Training Course Methodology

The training course is designed to be interactive and participatory, and includes various learning tools to enable the participants to operate effectively and efficiently in a multifunctional environment. The course will use lectures and presentations, exercises, experiential and exposure to real world problems and policy choices confronting delegates.

Target Audience

Who is this course for, and can benefit the most

- HR Assistant
- HR Generalist
- Personnel Manager
- HR Director

Learning Objectives

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

- Gain a comprehensive understanding of the key financial statements and the HR department budget.

- Identify the components of HR budget.
- Allocate, monitor and control budget for HR.
- Effectively link HR budget with organizational finance and monitoring.
- Learn the key elements and cost factors in HR

Course Outline

• 01 Day One

Finance overview

- Financial Information
- Key Financial Statements
- Measuring Financial Performance
- The link between budgets and organizational goals

HR Budget: Components of An HR Budget

- Workforce planning
- Compensation costs
- Recruitment and selection
- Training and development
- Performance management
- Administration

• 02 Day Two

Building an HR Budget

- Successful forecasting
- Flexible budgeting
- Zero-based budgeting
- Counting the cost of HR
- Budgets and Return on Investment (ROI)
- Budgets and discounted cash flows
- Budgets and Internal Rate of Return (IRR)
- Monitoring budget performance
- Variance analysis

- Management by exception
- Accountability and responsibility

• 03 Day Three

Adding Value

- Re-Aligning the HR function
- Aligning and understanding the translation of strategy to make added value operation.
- Creating added value mechanisms
- Factors driving organisational change

Strategic Planning

- Strategy direction vision and mission
- Strategic manpower planning and forecasting
- Strategic training needs analysis
- Competitive HR strategies

• 04 Day Four

Developing A Manpower Plan

- The manpower inventory
- The skills inventory
- The manpower audit
- Complications in manpower planning
- The true costs of planning
- The true costs of recruitment
- The true costs of training and development
- Understanding the links between reward and retention

• 05 Day Five

Monitoring and Evaluation

- HR Metrics and KPIs Developing meaningful KPIs
- Return on Investment (ROI) on Training

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	4250.00 \$	UAE - Dubai
June 30, 2025	July 4, 2025	5 days	5950.00 \$	USA - Texas
July 13, 2025	July 17, 2025	5 days	2150.00 \$	Virtual - Online
Oct. 5, 2025	Oct. 9, 2025	5 days	4250.00 \$	Morocco - Marakesh