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Course Name

"Strategic Workforce Planning and Employee Relations: Integrating HR Excellence for Organizational Success"

Sector Name
HR Strategy and Training

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"Strategic Workforce Planning and Employee Relations: Integrating HR Excellence for Organizational Success"

Course Introduction

In today's dynamic business environment, the role of Human Resources has evolved beyond traditional functions such as hiring and compensation. HR professionals are now key players in driving organizational success through strategic workforce planning and fostering strong employee relations. To remain competitive, organizations must align their HR strategies with business goals while ensuring employee engagement, motivation, and retention.

This **5-day** training course, "StrategicWorkforce Planning and Employee Relations: Integrating HR Excellence for Organizational Success," is designed to equip HR professionals with the tools and knowledge to effectively plan for workforce needs and manage employee relations in a rapidly changing environment. Participants will learn how to forecast future workforce requirements, optimize human capital, and navigate complex employee relations issues, all while fostering a positive workplace culture.

Through a mix of theoretical insights, practical case studies, and interactive workshops, this course will provide participants with a holistic understanding of how strategic workforce planning and employee relations can be integrated to enhance organizational performance. Attendees will leave with actionable strategies and

skills to drive both immediate and long-term HR initiatives, creating a balanced and productive workplace.

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Target Audience

✓ HR Leaders & Professionals
✓ Workforce Planning & Talent Management Specialists
✓ Employee Relations & Labor Relations Managers
✓ Business Leaders & Senior Managers
✓ HR Consultants & Organizational Development Experts

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Learning Objectives

- ✓ Develop and implement strategic workforce plans that align with organizational goals.
- ✓ Manage employee relations issues, including disciplinary actions and performance improvement.
- ✓ Leverage performance management and motivational strategies to enhance employee engagement.
- ✓ Integrate employee relations practices into broader HR planning and business strategies.
- ✓ Adapt to emerging trends and future challenges in workforce management and employee relations.

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Course Outline

✓ 01 Day One

Introduction to Strategic Workforce Planning and HR Management

Overview of Strategic HR Management

- ✓ The evolving role of HR in modern organizations
- ✓ HR's contribution to organizational success and sustainability
- ✓ HR as a strategic business partner

Phases of Workforce Planning

- ✓ Understanding the workforce planning lifecycle
- ✓ Key elements of effective workforce planning: forecasting, budgeting, and talent management
- ✓ Identifying key stakeholders and their roles in HR planning
- ✓ Tools for workforce planning: HR analytics and predictive modeling

Identifying Workforce Gaps

- ✓ Performing a workforce supply and demand analysis
- ✓ Techniques for identifying skill gaps and workforce shortages
- ✓ Aligning workforce needs with organizational strategy

Case Study and Workshop

- ✓ Application of SWOT and GAP analysis to workforce planning
- ✓ Group activity: Develop a workforce plan based on organizational case studies

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Course Outline

✓ 02 Day Two

Advanced Workforce Planning Techniques and HR Reengineering

Strategic Workforce Management

- ✓ Differentiating between short-term and long-term workforce planning
- ✓ Linking workforce planning to talent acquisition and retention strategies
- ✓ Optimizing the use of human capital in dynamic environments

Forecasting Future Workforce Needs

- ✓ HR forecasting methods: Quantitative and qualitative approaches
- ✓ Predicting future workforce requirements based on industry trends
- ✓ Scenario planning: How to prepare for workforce changes and disruptions

Reengineering HR Processes

- ✓ Introduction to Business Process Reengineering (BPR) for HR
- ✓ Techniques to enhance efficiency in HR operations (e.g., automation, digital HR tools)
- ✓ The role of continuous improvement in HR (ISO PDCA, Six Sigma, Lean methodology)

Practical Session

- ✓ Application of SIPOC (Suppliers, Inputs, Process, Outputs, Customers) analysis in HR
- ✓ Group exercise: Reengineering a recruitment process for efficiency
- ✓ Case study on continuous HR process improvement

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Course Outline

✓ 03 Day Three

Employee Relations Management and Conflict Resolution

Introduction to Employee Relations (ER)

- ✓ Definition and importance of employee relations in organizational health
- ✓ The psychological contract: Understanding mutual expectations between employees and employers
- ✓ ER's role in promoting employee engagement and retention

Managing Employee Behavior and Performance

- ✓ Types of disciplinary actions: Gross misconduct, poor performance, and absenteeism
- ✓ Effective procedures for dealing with performance and behavior issues
- ✓ Framework for disciplinary procedures and grievance handling

Communication and Consultation in ER

- ✓ Techniques for effective communication: Team briefings, consultations, and updates
- ✓ Best practices for conducting return-to-work interviews after employee absence
- ✓ Supporting supervisors and managers in managing employee relations

Case Study and Practical Activity

- ✓ Group role-play: Conducting a grievance interview and resolving conflict
- ✓ Workshop on implementing disciplinary actions fairly and legally

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Course Outline

✓ 04 Day Four

Performance Management and Employee Motivation

Understanding Performance Management Systems

- ✓ The performance management cycle: Planning, monitoring, evaluating, and rewarding
- ✓ Linking performance management to organizational objectives
- ✓ The role of performance reviews and appraisals in improving employee performance

Effective Feedback and Coaching

- ✓ Techniques for providing constructive feedback
- ✓ Coaching employees for improved performance: Strategies and best practices
- ✓ The importance of regular performance conversations

Motivating and Engaging Employees

- ✓ Understanding intrinsic and extrinsic motivators
- ✓ Implementing motivation theories in the workplace (Maslow, Herzberg, etc.)
- ✓ Encouraging employee engagement through recognition and development programs

Employee Assistance Programs (EAPs)

- ✓ Overview of Employee Assistance Programs and their benefits
- ✓ How to use EAPs to support employee well-being and productivity
- ✓ Counseling employees: Supporting mental health and work-life balance

Practical Session

- ✓ Case study: Developing and delivering effective performance improvement plans (PIPs)
- ✓ Workshop: Practicing feedback and coaching techniques in real-life scenariosPerformance Management and Employee Motivation

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✓ 05 Day Five

Integrating Employee Relations with Strategic HR Planning

The Role of Employee Relations in HR Strategy

- ✓ ER's influence on organizational change, nationalization efforts, and diversity
- ✓ Developing policies and procedures that align the ER with organizational goals
- ✓ Managing organizational culture through effective employee relations

Linking Employee Relations to Workforce Planning

- ✓ Integrating employee relations strategies into overall HR planning
- ✓ Addressing workforce challenges through employee engagement and relations
- ✓ Managing organizational change and fostering a positive work environment

Future Trends in HR and Employee Relations

- ✓ Emerging trends in employee relations: Remote work, flexible work arrangements, and diversity & inclusion
- ✓ The impact of technology on HR and ER functions (AI, HR analytics)
- ✓ Preparing for future challenges in workforce planning and employee relations

Final Case Study and Group Workshop

- ✓ Comprehensive case study: Integrating employee relations into strategic HR planning
- ✓ Group presentations: Developing a holistic strategy that addresses both workforce planning and employee relations
- ✓ Review of key learnings and action plans for workplace implementation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4950.00 $	England , London
Sept. 13, 2027	Sept. 17, 2027	5 days	4250.00 $	UAE , Dubai
Nov. 16, 2026	Nov. 20, 2026	5 days	4950.00 $	Netherlands , Amsterdam
April 25, 2027	April 29, 2027	5 days	4250.00 $	KSA , Riyadh
Aug. 23, 2027	Aug. 27, 2027	5 days	4250.00 $	UAE , Abu Dhabi

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