



Consulting and Training | Reach New Heights

**Course Name**

# Advanced Manpower Planning

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**Sector Name**

HR Strategy and Training

**Document Type**

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## 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. This is why the need for effective manpower planning is 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.

**Leverage Human Resources to accomplish the organization's strategic goals.**

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 the organization's strategic goals.

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## Advanced Manpower Planning

### 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

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## Advanced Manpower Planning

### Learning Objectives

- ✓ 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.

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## Advanced Manpower Planning

### 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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## Advanced Manpower Planning

### Course Outline

#### ✓ **02 Day Two**

##### **Advanced Planning Processes**

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

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## Advanced Manpower Planning

### Course Outline

#### ✓ 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

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### Course Outline

#### ✓ 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

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### Course Outline

#### ✓ 05 Day Five

##### **Other Processes**

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

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### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 19, 2026	July 23, 2026	5 days	4250.00 \$	KSA , Jeddah
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
April 20, 2026	April 24, 2026	5 days	4950.00 \$	England , London
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai

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