



Consulting and Training | Reach New Heights

Course Name

Strategic Workforce Planning Masterclass

Sector Name

HR Strategy and Training

Document Type

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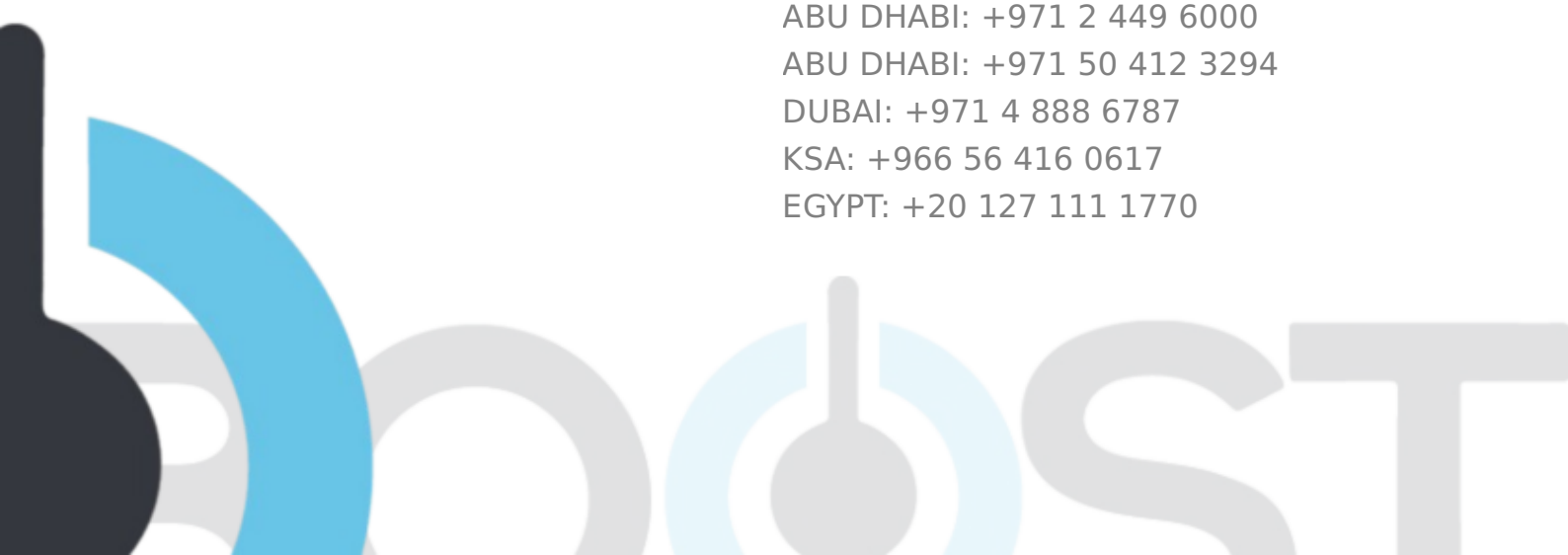
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Strategic Workforce Planning Masterclass

Course Introduction

This training program 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.

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Target Audience

- ✓ HR Directors and Talent Management Leaders are responsible for aligning workforce strategies with long-term business goals.
- ✓ Workforce Planning and Organizational Development Specialists seeking to build agile, future-ready talent pipelines.
- ✓ Chief People Officers (CPOs), HR Business Partners, and HR Strategy Consultants aim to bridge talent supply and demand.
- ✓ Learning and Development Professionals supporting capability-building aligned with strategic goals.
- ✓ Compensation and Workforce Analytics Professionals focused on workforce metrics and scenario modeling.
- ✓ Project and Transformation Managers leading workforce-related initiatives in organizational change programs.

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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

✓ DAY 01

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

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Course Outline

✓ Day 02

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)



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Course Outline

✓ Day 03

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

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Course Outline

✓ Day 04

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

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Course Outline

✓ Day 05

The Role of Employee Relations in HR Strategy

- ✓ ER's influence on organizational change, nationalization efforts, and diversity
- ✓ Developing policies and procedures that align 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
- ✓ Preparing for future challenges in workforce planning and employee relations

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 12, 2026	Oct. 16, 2026	5 days	2150.00 \$	Virtual , Online
Jan. 17, 2027	Jan. 21, 2027	5 days	4250.00 \$	KSA , Jeddah
April 12, 2027	April 16, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 23, 2027	Aug. 27, 2027	5 days	4950.00 \$	Spain , Barcelona

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