



Consulting and Training | Reach New Heights

Course Name

Staff Planning and Resource Loading Strategies

Sector Name

HR Strategy and Training

Document Type

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Staff Planning and Resource Loading Strategies

Course Introduction

Effective staff planning and resource loading are essential for ensuring that organizations have the right people, with the right skills, available at the right time. Poor workforce planning often leads to overstaffing, understaffing, burnout, missed deadlines, and inefficient use of resources. As organizations operate in increasingly dynamic environments, structured approaches to planning and allocating human resources have become critical management capabilities.

To support this need for more effective workforce utilization, **BOOST** has developed the **Staff Planning and Resource Loading Strategies** course as a practical and accessible foundation for understanding how organizations plan workforce needs and allocate staff resources across projects, departments, and operational activities. The program is designed for professionals who are involved in planning work, assigning staff, or managing workloads but who may not have formal training in workforce or resource planning.

The course focuses on core concepts such as workforce demand and supply, capacity planning, workload analysis, and basic resource loading techniques. Participants learn how to assess staffing

requirements, balance workloads, and respond to changing priorities while maintaining productivity and employee well-being.

Through clear explanations, real-world examples, and guided exercises, participants build the confidence to support staff planning activities, contribute to resource allocation decisions, and improve the efficiency and sustainability of workforce utilization.

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Staff Planning and Resource Loading Strategies

Target Audience

- ✓ Team leaders and supervisors
- ✓ Project coordinators and planners
- ✓ HR and workforce planning support staff
- ✓ Operations and administration managers
- ✓ Department heads and unit coordinators
- ✓ Professionals involved in scheduling or workload planning
- ✓ Employees transitioning into people or resource management roles

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Staff Planning and Resource Loading Strategies

Learning Objectives

- ✓ Understand the purpose and importance of staff planning and resource loading
- ✓ Explain key workforce planning and resource management concepts
- ✓ Identify factors that influence staffing requirements and capacity
- ✓ Understand basic workload and capacity analysis techniques
- ✓ Support the allocation of staff resources across activities or projects
- ✓ Recognize risks related to overloading or underutilizing staff
- ✓ Apply basic planning approaches to balance demand and capacity
- ✓ Contribute to more effective and sustainable resource utilization

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Staff Planning and Resource Loading Strategies

Course Outline

✓ DAY 1

Introduction to Staff Planning and Resource Management

- ✓ What is staff planning and why it matters
- ✓ Relationship between strategy, workload, and staffing
- ✓ Consequences of poor staff planning
- ✓ Overview of workforce and resource planning concepts
- ✓ Understanding roles, skills, and capacity
- ✓ Introduction to resource loading

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Course Outline

✓ DAY 2

Workforce Demand and Capacity Analysis

- ✓ Understanding workload and demand drivers
- ✓ Identifying staffing requirements
- ✓ Demand forecasting at a basic level
- ✓ Understanding available capacity
- ✓ Full-time, part-time, and flexible resources
- ✓ Recognizing constraints and limitations

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Course Outline

✓ DAY 3

Resource Loading and Allocation Techniques

- ✓ What is resource loading?
- ✓ Allocating staff to tasks, projects, or shifts
- ✓ Balancing workloads across teams
- ✓ Skill-based versus availability-based allocation
- ✓ Managing priorities and competing demands
- ✓ Practical resource loading scenarios

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Course Outline

✓ DAY 4

Managing Change, Risks, and Performance

- ✓ Adjusting plans in response to change
- ✓ Managing peaks, shortages, and excess capacity
- ✓ Risks of overloading and underutilization
- ✓ Monitoring workload and staff performance
- ✓ Communication and coordination across teams
- ✓ Supporting employee well-being through better planning

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Course Outline

✓ DAY 5

Improving Staff Planning and Resource Utilization

- ✓ Reviewing and improving staff plans
- ✓ Using feedback and data to improve accuracy
- ✓ Collaboration between HR, operations, and management
- ✓ Basic tools and templates for staff planning
- ✓ Best practices for effective resource loading
- ✓ Developing a basic staff planning action plan
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 16, 2027	Aug. 20, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai

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