

## Program Content

### Workforce and Strategic Human Resources Planning

<b>Course Category</b>	: Code B
<b>Duration</b>	: 1 Week, 18 July-22 July, 2022.
<b>Venue</b>	: Mississauga, Canada

#### Introduction

When your business is facing significant growth, it is crucial to get ahead of the need for talent .A staffing plan backed by a methodical process helps to ensure that your organization has the right people with the right skills to achieve your growing business objectives.

A solid plan should go beyond changes in head count to identify the new skills and knowledge your business needs, remaining sensitive between internal and external needs.

#### The Human Resources Rationalisation pertains to:

- Technical solutions which include workplace design
- Calculations of optimal number and quality of employees
- Remediation of surpluses and deficits and similar technical solutions that are related to human resources

Rationalisation is a reorganization of a company in order to increase its efficiency .When proper staffing is done and rationalised the efficiency of the organization improves, working mechanisms are enhanced and productivity of the organization becomes a success story.

#### Benefits of Attending this Program

- Delegates examine the policies and procedures for the planning, acquisition, deployment and retention of a workforce of sufficient size and quality to allow an organization to attain its strategic goals.
- Ensure Human Resources is delivering what the business needs and is fit for purpose.
- Investigate the key functional areas of Human Resources to ensure they are meeting the needs of managers and employees and are competitive to the market.
- Measure the effectiveness of Human Resources using people analytics
- Improve the efficiency and quality of Human Resources processes and procedures

**Course Objectives:**

- Acquire a broader understanding of staffing issues and terminology
- Prepare and execute a behaviour based job interview
- Develop a staffing strategy plan for an organization
- Have an exposure in staffing practices
- Understand appropriate decision making functions
- Understand the process of establishing employee training programs.

**Who Should Attend?**

- The course is designed for all HR professionals with an interest in improving HR performance.
- It is an essential course for HR department Heads, Generalists, and specialists in resourcing, compensation and benefits, planning, training heads, payroll, talent management etc.

**Course Content****Module 1****Human Resources Staffing**

- Strategic importance of staffing
- The staffing environment
- Job analysis and design
- Job performance recruitment
- Screening
- Testing
- Interviewing
- Decision making
- Training management development
- Developing capacity building plan

**Module 2****Human Resources Performance Audit**

- The scope and areas of human resources audit within an organization
- The audit plan
- Approaches to auditing
- Collecting information
- Compiling audit result
- Summary of HR dept .strength and weaknesses.

**Module 3****Workforce Planning**

- An overview of workforce planning
- Understanding the organization and its environment
- Analyse your current and potential workforce
- Determine future workforce needs
- Identify workforce gaps against future needs
- Actions to address shortages, surpluses, or skills mismatches...
- Methods for estimating workforce requirements
- Common analysis measures used in workforce planning.

**Module 4****Workforce Transformation**

- Workforce transformation strategy
- Strategy sessions and planning
- Roles and competency frameworks
- Needs Assessment
- Development plans
- Capacity building strategy

**Performance Management**

- Definitions ,objectives and cycles of performance management
- Performance planning
- Monitoring and review of performance
- Developing performance
- Rewarding performance
- Correcting performance
- Difficulty in reaching agreement
- Moderating

**NB:** The following critical components of Human Resources Management will be benchmarked with other Organizations in Canada for delegates to learn and share best practices.

- **Training and Human Resources Development**
- **Human Resources Plan**
- **Performance Management.**

**Tuition Fees: USD \$3450.**