



Human Resources Planning

Duration 5 Days

Course Description

Human Resources Planning course determines and examines the impact of organization and business strategy on human resources management. It stresses the importance of aligning human resources management policies and practices with organizational strategy. During five days of training we will spot the light on all elements required in order to apply a successful human resources planning procedures.

Learning Outcomes

Upon completion of this course, the trainees will have reliably demonstrated the ability to:

- ✦ Analyze the theory and concepts of human resource planning.
- ✦ Identify the evolution of HRP throughout the organization.
- ✦ Relate and apply models and methods used in forecasting.
- ✦ Describe the applications of a Human Resources Information System.
- ✦ Evaluate the organization's planning program.

Training Methodology

- Based primarily around lectures, the seminar will include a number of case studies and exercises which will be undertaken in team format
- Discussion groups on certain topics to provide practical application of concepts to the attendees own organization
- Networking amongst attendees to discuss mutual business issues

Organizational Impact

Implementing the principles promoted on this course will have the following impact on an organization

- Managerial performance will be improved
- The engagement of employees with the organization will be improved
- The talent pool will be upgraded
- Behavior will be aligned with an organization's cultural values

Personal Impact

Individuals attending this course will return to their organizations equipped with the theoretical and practical knowledge to be able to implement the most advanced effective HR planning strategies. This will include knowledge of how to address common problems in this field of knowledge.

Competencies Emphasized

- Leadership
- Planning for successful future to any organization
- Interpersonal skills
- Teamwork
- Self-Development
- Developing others

Competencies Emphasized

- The course will be of value to line managers, team leaders and supervisors who are or will be responsible for the use and application of Human Resources Planning strategies and appraisal techniques.
- It will also be of value to HR professionals, training officers, personnel staff and others who carry the responsibility for the design and implementation of such arrangements.



Course Content

1. **Day 1**
 - 1.1. Succession planning
 - 1.2. Succession planning and management guide
 - 1.3. Capacity-building
 - 1.4. Relationship-building
 - 1.5. Bursaries
2. **Day2**
 - 2.1. Internship programs
 - 2.2. Apprenticeship programs
 - 2.3. Learning and development
 - 2.4. Assignment opportunities
 - 2.5. Entry-level position
3. **Day3**
 - 3.1. Leadership
 - 3.2. Communication
 - 3.3. Health and safety
4. **Day4**
 - 4.1. Structures, processes, and position Descriptions
 - 4.2. Scope of practice
 - 4.3. Departmental collaboration
5. **Day5**
 - 5.1. Developing and integrating talent management programs
 - 5.2. Entry interviews
 - 5.3. Exit surveys/ interviews
 - 5.4. Attraction and recruitment strategies