



شركة ميرك العربية السعودية  
MEIRC Saudi Arabia

## Managing Manpower Requirements Master class

### Duration 5 Days

### Introduction

Manpower Planning has grown in importance over the years to be seen as having a direct correlation in the longer-term ability of International Business to compete globally.

As a key business requirement, organizations must have clear processes, in order to devise and deliver the Manpower Planning strategy; we will discuss a number of real strategies and approaches used by international businesses in order to maximize the benefits for both the individual and most importantly the organization.

Having a clear strategy will enable business to make informed decisions to achieve a balanced approach, how to assess the requirements, when to develop current staff or, actively recruit external candidates into the organization to satisfy future demands.

In this program we will consider how to maximize the use of resources in order to develop the right people at the right time for the future.

Having attended this program you will have gained sufficient knowledge and insights to put them into practice immediately and you will:

- Understand how to measure, predict and therefore manage future organizational trends
- Consider the balance between developing individual's contribution and future business requirements
- Appreciate the relationship between operational and human resource management
- Adopt the most appropriate approach to deliver your businesses manpower planning process
- Develop process management skills in order to maximize the effective use of resources
- Experience, and be in a position to implement new dynamic manpower planning processes

### Who should attend?

- Manpower planning managers/consultants/supervisors
- HR. personnel who's key accountability is manpower planning
- Succession/Emergency Planners
- Managers who are interested in succession planning and improving resource management
- Individuals who have recently experienced the challenges of manpower planning and/or creating the business strategy
- Facilitators who operate across the business planning functions

### Programme Objectives

- ↻ Consider a number of strategic models for the successful delivery of manpower planning
- ↻ Master and be able to use methods to explore predictive trends and data
- ↻ Be able to use data to construct potential outcomes and calculate monetary implications
- ↻ Re-energize interviewing techniques, appraisal processes and manpower planning systems
- ↻ Create a methodology to present business information effectively
- ↻ Be aware of both organizational and individual measurement tools and the links between the two
- ↻ Develop individual business techniques in order to manage the manpower planning process
- ↻ Examine a number of clearly worked examples from the world of international business for your reference and use back at work
- ↻ Plan and implement action plans for yourself and individuals/managers involved in the manpower planning process



## Programme Outline

### **1. DAY 1 ( Introduction to Manpower Planning Strategies )**

- 1.1. Introductions, program, objectives and ways of working
- 1.2. HR models and how to support potential future organizational requirements and structure
- 1.3. The growing business importance of HR manpower planning (HRMP)
- 1.4. The pace of change, shaping organizations, work requirements - the effects on today's organization
- 1.5. Trends - expanding, reducing and right sizing; what's appropriate - use of decision making tools and worked examples
- 1.6. The four main areas of manpower planning - Strategic focus, Data/analysis, manpower planning and people development including case studies
- 1.7. Daily review

### **2. DAY 2 ( Manpower Planning, strategic focus from first principals )**

- 2.1. The new HR strategic map explained
- 2.2. How to create and deploy a strategic template - exercise and case study
- 2.3. Measuring organizational health including maturity, a trigger for manpower planning activities - case study and exercise
- 2.4. Converting vision and strategy into workable plans, the collection and analysis of business challenges to trigger appropriate action - including exercise
- 2.5. Processes for delivering on time and creation of budgets
- 2.6. Daily review

### **3. DAY 3 ( Manpower Planning Specialist approach; Forecasting and trend analysis )**

- 3.1. Monitoring and updating strategic trends - case study and exercise
- 3.2. Use of predictive software to support the supply of talented manpower
- 3.3. How to measure relationships and understand results - exercises
- 3.4. The strategy of using unit costs approach to create a winning solution
- 3.5. Individual performance measurement, exactly how and why competencies are structured the way they are  
Managing expectations and individual's needs by using objective data from current performance
- 3.6. Measuring and forecasting individuals future performance using behavioral techniques
- 3.7. Daily review

### **4. DAY 4 ( Manpower supply - Business Planning and Assessment tools and techniques )**

- 4.1. Selecting the "right" principal for manpower supply
- 4.2. Consider three approaches to satisfy short and longer term succession planning requirements
- 4.3. The use of pre selection techniques for key posts - the role of psychometric testing, emotional intelligence and assessment centers, agreements and individual visual development maps
- 4.4. Business reviews - why manpower planning should a regular topic for discussion, and where it has an impact - case - study
- 4.5. Daily review

### **5. DAY 5 ( Executing the Manpower planning process, and ensuring connection with business requirements to maximize returns )**

- 5.1. The use of management tools and techniques to achieve maximum effect
- 5.2. Why performance appraisals used in isolation do not work when selecting individuals into development or talent pools,
- 5.3. Reacting to requirements and situations, talent pools, individual selection and head hunting
- 5.4. Working within the agreement by the individual and the business in order to achieve the business goals
- 5.5. How the whole manpower planning process should 'fit' together
- 5.6. Final review and presentation of certificates and CPE points