



Human Resource & Training



SCANDINAVIAN ACADEMY
Training and Development



Course: The Manpower Planning Masterclass (Professional Manpower Planner)

Code	City	hotel	Start	End	price	Hours
214	Zurich (Switzerland)	Hotel Meeting Room	2024-05-13	2024-05-17	5450 €	25

INTRODUCTION

Manpower Planning is now a critical factor in the longer term ability of International Business to compete globally.. It is now seen as a key business requirement, organisations must have a clear strategy, to support the Manpower Planning process, we will discuss a number of real life strategies and approaches.

Having a clear strategy will enable informed decisions to be made to achieve a balanced approach, how to assess and when to develop current staff or, actively recruiting external candidates into the company to satisfy future requirements.

In this Masterclass we will consider how to maximise the use of resources in order to develop the right people at the right time for the future demands on the business. Having attended the Masterclass you will have gained sufficient knowledge and insights to put them into practice immediately after the programme and you will:

- Understand how to predict and therefore manage future trends
- Consider the balance between managing individuals careers and business needs
- Appreciate the relationship between operational and human resource management
- Be able to use the most appropriate approach to your business manpower planning process
- Develop your process management skills in order to maximize the use of resources
- Learn and be able to implement new dynamic manpower planning systems

PROGRAMME OBJECTIVES

- Consider a number of strategic models for manpower planning
- Master and be able to use methods to explore predictive trends.
- Be able to convert predictive data into a monetary value
- Re-energise interviewing, appraisal processes and systems
- Create a methodology to present business information effectively
- Be aware of organisational measurement tools and those that can be applied to individuals
- Develop business techniques in order to manage the manpower planning process
- Discuss 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 self and individuals/managers involved in the Manpower Planning process



TRAINING METHODOLOGY

- Mainly using interactive techniques, taking into account individuals experience - using discussions, analysis by the participants and case studies with appropriate inputs from the Programme Leader
- Allowing time to explore options, testing benefits/potential pitfalls and various courses of action depending on the situation or requirement
- Sharing of a number of global frameworks, methodologies, assessment of theories and, group presentations and discussions etc
- The aim is to produce practical outcomes at all times - accordingly, participants will be encouraged to form into small groups to look at specific topics in depth as the programme develops
- Delegates will experience a relaxed, friendly and supportive environment, evidence suggests that delegates learn best and remember more in such environments
- There will also be the opportunity to discuss individual circumstances on a one to one basis with the Programme Leader if required

PROGRAMME OUTLINE

DAY 1 - The dynamic role of manpower planning

- Introductions, programme, objectives and ways of working
- HR models and how to satisfy potential future organisational structures
- The growing business importance of HR manpower planning (HRMP)
- The changing shape of organisations and work requirements - the effects on today's organisation
- Trends - right sizing; what's appropriate - use of decision making tools and examples
- The four main areas of manpower planning - Strategic focus, Data and analysis, manpower planning and people development including case study
- Daily review

DAY 2 - The strategic focus on manpower planning from first principals

- The new HR strategic map
- How to use a strategic template - exercise and case study
- Measuring organisational maturity - a trigger for manpower planning activities - exercise
- Converting strategy into workable plans, the collection and analysis of business data to trigger appropriate action - including exercise
- Techniques for delivering on time and on budget
- Daily review

DAY 3 - Manpower, forecasting and trend analysis

- Understanding trends - examples and exercise
- Use of predictive software to support the supply of manpower



- How to measure relationships and understand results - exercises
- The need for using unit costs - exercise
- Individual measurements, exactly how competencies are structured
- Managing expectations and individual's needs
- Measuring and forecasting individuals performance using behavioral techniques
- Daily review

DAY 4 - Manpower supply - Business planning and manpower re- engineering

- Selecting the “right” principal for manpower supply
- Consider the three approaches to succession planning
- The use of pre selection for key posts - the role of psychometric testing, emotional intelligence assessment centre's, agreements and visual development maps
- Business review - why manpower planning should be considered and where it has an impact - including case study
- Daily review

DAY 5 - Making the Manpower planning process fit together to maximize results

- The use of management tools and techniques to achieve maximum effect
- Why performance appraisals on their own don't work for selection into development pools
- Three approaches, talent pool, individual selection and head hunting
- The cooperation needed in order to achieve the business benefits
- How the whole manpower planning process should 'fit' together
- Final review and presentation of certificates and CPE points



The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
 - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
 - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
 - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
 - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
 - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
 - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
 - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
 - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
 - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
 - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.