Manpower Organization, Succession Planning & Trend Analysis

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Introduction:

This is a unique program, which features the latest innovations, methodologies and software needed for the manpower planners and efficiency managers of the future. Some key features of this program include:

- The new approaches needed in Human resource planning
- Mastering organizational design
- Learn how to do business mapping & workflow management
- Master the latest formula's and what software is needed
- This is probably one of the best manpower planning courses available anywhere

Who Should Attend?

HR personnel, Managers and those responsible for organizational efficiency, anyone who is interested in how to maximize your human resource, all existing personnel involved in either manpower planning or succession planning who wish to significantly upgrade their skills and knowledge.

Course Objectives:

By the end of this course delegates will be able to:

- Use and understand the HR strategic model and its impact for manpower planning
- Master the key data managers for manpower planning information production

- Master organizational design and organizational structures including downsizing and more importantly right sizing – for contraction and growth
- Plan succession planning effectively using the three approach method
- Know how to produce predictive forecast information and its benefits to the organization
- Show other how to do business process mapping and demonstrate the benefits of workflow management
- Understand the new productivity dash board

Course Outline:

Structure and Strategy for HRP

- Introduction and course objectives
- The difference between the old and new roles of manpower planning
- How HRP departments need to be structures
- The three principal areas of operation in today's HRP function
- Area One - STRATEGY - What is strategy and how we are involved
- The 10 key inputs for HRP
- Predictive tools for organizational change
- Case study and group exercise

Understanding Organizational Design

- The basis of organizational design – Symmetrical, Asymmetrical and People Centric
- Downsizing – case study and group work
- Right sizing any organization
- How much does the human resource cost – calculating your value
- How to calculate how many people you need in any organization
- Which employees give the most value?

- What does lost production cost
- Case study

Producing Management Information

- Of the 52 formula's used by manpower planners less that 10 really work
- What management information is critical
- Three critical criteria for HRP - the productivity dashboard
- Understand Competencies and their essential role in forecasting
- Demonstration on how to measure and forecast competency data
- Performance – what is it –how to measure it and how to predict it
- Reliability
- How to do some of the key calculations needed in today's HRP
- Software needed for calculations and predictive forecasting
- Trends and predictive forecasting
- Correlations and their use in planning

Key Process to Master in HRP

- There are 3 critical processes that support and are critical to the new HRP function
- Recruitment and selection – cost of poor recruitment
- Exercise review – lessons learnt
- Performance appraisal –The key role performance appraisal has on HRP statistical information
- Business process re-engineering – Why BPR is so essential
- How to create Business process maps – group work and case study
- How to get benefits from process mapping
- Presenting the business benefits

Workflow Management Succession Planning & Emergency Planning

- The business need for work flow management

- Workflow management – have efficient can you make this company

- What is the value you have created?

- Case study and group work

- New approaches to targeted succession planning – three different approaches

- The critical role of testing and personality profiling

- Manpower planning's role in emergency situations

- Ways of solving critical manpower shortages