

Scandinavian Academy
Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: The Manpower Planning Masterclass (Professional Manpower Planner)

Code	City	hotel	Start	End	price	Language - Hours
HT-214SA	Alula	Hotel Meeting	2026-12-13	2026-12-17	10950 SR	En - 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 for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5