

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Manpower Organisation, Succession Planning & Trend Analysis

Code	City	hotel	Start	End	price	Language - Hours
HT-596SA	Jeddah	Hotel Meeting Room	2027-09-19	2027-09-23	9950 SR	En - 25

Introduction

This unique course provides participants with all they need to know about the new manpower planning cycle –now called Human Resource Planning (HRP). This has become the fastest growing and most dynamic area in today's Human Resources Departments. In some organisations its value is fully recognised and it become a department in its own right. The new manpower planning requires a complete set of new skills, tools and software. This advanced program will show you what needed and what results can be achieved.

- Find out about the software needed for predictive manpower planning
- Master the way to do organisational charts, and manager/ supervisor ratios
- New approach used on this programme will provide a very high ROI on your investment
- Benefit from manpower utilisation research completed in 2010

Objectives

Delegates attending this program will be able to:

- Use the new linear strategic model works for manpower planning
- Calculate and produce convincing results from manpower data including predictive trends
- How each segment of the manpower model works, data collection, analysis and succession planning

- Design and master the ability to construct organisational charts and ratios
- Know what software to use for predictive trend analysis and forecasting
- Be able to draw a business process map and understand how to do business process re engineering.

Training Methodology

All the complex issues will be simplified using practical examples and case studies. All training will be conducted in a friendly participative environment. Extensive group work, with mini presentations at all major stages of the programme. Where appropriate, video and video clips will be use to reinforce key points. Each person will be encouraged to write up their own implementation plan for action when returning to work.

Organisational Impact

- Dealing with only one area of HRM often does more harm than good, this course gives the big picture
- Personnel attending will be able to master the new techniques which will aid organisational efficiency.
- Data management as part of manpower planning is often inadequate, those attending will be able to calculate and produce predictive information which will be of great use and measurable value to the business
- Be able to react to fast moving business changes by using the “RIGHT “ technique
- Will be able to provide up to date advise on organisational design, link employee numbers with work don and fully understand downsizing and right sizing
- Will have knowledge of the immense value that the organisation can benefit from using the latest formulas, software and predictive tools

Personal Impact

- There will be new things and approaches that will stimulate you and give you a

great professional advantage

- Learning the new models will be facilitated through numerous case studies and practical group work – aiding you learning experience.
- Human Resource Management is rapidly becoming an essential element of HR departments –its new; the processes are new and this course will insure you can master the techniques and be ready for the new HR.
- The practical nature of this course is designed to aid your learning and enjoyment- examples throughout including mastering how to do correlations and what data to use –will be simplified through many practical worked examples.
- We would consider this course to be essential for any person wishing to have a successful career in HR or in building or changing organisations

Who Should Attend?

Anyone who runs an organisation, or a department, also those dealing with efficiency issues, mergers and acquisitions, business growth and the future management of the workforce.

- HR Personnel
- Manpower Planners
- Department Heads
- Succession Planners and Developers
- Emergency Planners

SEMINAR OUTLINE

DAY 1

Manpower Strategy and Organisational Analysis (Area 1)

- The critical role of the new manpower planning activity
- Getting strategic time lines for effective manpower planning

- The new strategic model and the 10 critical inputs
- Emergency planning –the critical role of manpower planning
- Predicting when the organisation needs to change – use of the land model
- The land model – questionnaire
- Case study on Manpower planning –what should manpower planning do?
- Case study and review

DAY 2

Organisational Design, Down Sizing, Right Sizing and Employee to Manager Ratios

- How organizations are designed
- Organisational design and its two major faults for the 21st century
- The rules that apply to determine manpower levels – Exercise F and group feedback
- The value of team working and its impact on management levels and productivity
- Down sizing – Case study and group work
- Right sizing – case study
- Right sizing – group exercise

DAY 3

The Three Key Functions of Today's Manpower Planners

- The three areas, Strategic focus, Manpower analysis and predictive fore casting (area 2) and Situation fulfillment
- Manpower analysis – data and projections – what is involved
- Critical data needed and software to do the job
- Understanding performance – data needed
- Understanding competencies – data needed

- Understanding productivity – data needed
- Critical software needed to action the above –demonstration
- Case study, rightsizing and producing a work flow improvement in an existing organisation

DAY 4

Situational Fulfillment of Manpower (Area 3)

- Understanding the “right” principle
- Trend analysis, retrospective and projective techniques
- Use of Monte Carlo simulation – demonstration and discussion
- Manpower data correlations – the financial advantage to the organisation
- Succession planning – the three option approach
- Group development for succession planning – option 1
- Individual and deputy selection – option 2
- External selection – use of head hunters – option 3

DAY 5

The Five Critical Processes That Support Manpower Planning

- (1) Pay and rewards – the psychological contract
- (2) Recruitment - new techniques = new results
- Innovations in interviewing since 2008
- (3) Training – making training effective and measurable
- (4) The critical role of performance appraisal
- Business process re engineering –demonstration and practical exercise

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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