

Table of Contents: **Workforce Resource Planning**

Course Duration: 2 Days (16 hours)

OUTLINES

Day 1 (8 Hours) – *Strategic Foundations & Forecasting*

Module 1: Introduction to Workforce Resource Planning (1 hour)

- Definition and Importance
- Key Objectives and Benefits
- Alignment with Organizational Strategy
- HR's Role in Workforce Planning

Module 2: Workforce Planning Frameworks (1 hour)

- Models and Methodologies (e.g., Strategic Workforce Planning, SWP)
- Short-term vs. Long-term Planning
- Demand vs. Supply Planning

Module 3: Environmental Scanning & Organizational Analysis (1.5 hours)

- External Influences (PESTLE, Industry Trends, Labour Market Analysis)
- Internal Capability Assessment
- SWOT for Workforce Strategy

Module 4: Forecasting Workforce Demand (2 hours)

- Quantitative Forecasting Techniques
- Trend Analysis, Ratio Analysis, Regression Models
- Scenario Planning & Workload Projections
- Activity: Create a Demand Forecast Using Sample Data

Module 5: Supply Analysis (2 hours)

- Internal Workforce Analysis (Skills Inventory, Talent Audit, Turnover Rates)
- External Talent Availability
- Workforce Segmentation (Critical Roles, Aging Workforce, Attrition Risk)
- Gap Analysis Between Supply & Demand

Wrap-Up & Group Exercise: Day 1 Summary & Mini Case Study (0.5 hour)



Day 2 (8 Hours) – Execution, Optimization & Technology Integration

Module 6: Action Planning & Talent Strategies (1.5 hours)

- Strategies to Address Gaps (Build, Buy, Borrow, Retain)
- Succession Planning
- Learning & Development Interventions
- Workforce Redeployment

Module 7: Workforce Optimization & Utilization (1.5 hours)

- Productivity Metrics
- Workforce Scheduling
- Managing Flexibility: Full-time, Part-time, Gig, Hybrid
- Cross-functional Resource Utilization

Module 8: Budgeting and Cost Considerations (1 hour)

- Linking Workforce Plan to Budget
- Cost-Benefit Analysis
- Optimizing Labor Costs Without Reducing Quality

Module 9: Technology in Workforce Planning (1.5 hours)

- Tools and Platforms (e.g., SAP, Workday, Oracle)
- Predictive Analytics in HR
- Data-Driven Decision Making
- Dashboards and Reporting

Module 10: Governance, Risk, and Ethics in Workforce Planning (1 hour)

- Legal and Compliance Aspects
- DEI Considerations
- Risk Mitigation Strategies

Module 11: Final Group Activity – Develop a Workforce Plan (1 hour)

- Real-World Simulation
- Team Presentations and Peer Review
- Facilitator Feedback

Course Wrap-Up and Evaluation (0.5 hour)

- Key Takeaways
- Q&A Session
- Feedback & Certification Distribution