

€ TRAINING

Human Resource Planning with Manpower
Budgeting Skills and HR Policy Preparation

26 - 30 August 2024
Kuala Lumpur (Malaysia)





Human Resource Planning with Manpower Budgeting Skills and HR Policy Preparation

REF: H1709 DATE: 26 - 30 August 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

This training program equips participants with comprehensive knowledge and practical skills essential for effective HR planning, budgeting, and policy formulation. It empowers them to enhance organizational efficiency, align HR strategies with business objectives, and foster a productive work environment.

Program Objectives:

At the end of this program, participants will be able to:

- Understand the principles and practices of human resource planning.
- Develop skills for creating and managing manpower budgets.
- Learn techniques for preparing and implementing effective HR policies.
- Gain insights into aligning HR strategies with organizational goals.
- Enhance capabilities in workforce management and resource optimization.

Targeted Audience:

- HR Managers.
- HR Planners.
- Workforce Analysts.
- Budgeting Officers.
- Policy Makers.
- Business Executives.

Program Outline:

Unit 1:

Fundamentals of Human Resource Planning

- Overview of HR planning principles and practices.
- Role of HR planning in organizational success.

- Techniques for forecasting workforce needs and analyzing labor market trends.
- Aligning HR planning with business objectives.

Unit 2:

Manpower Budgeting Skills:

- Introduction to manpower budgeting concepts and methods.
- Steps for developing accurate and realistic manpower budgets.
- Techniques for cost estimation and resource allocation.
- Monitoring and controlling manpower budgets.

Unit 3:

Human Resource Policy Preparation:

- Principles of effective HR policy development.
- Identifying organizational needs and policy objectives.
- Techniques for drafting clear and comprehensive HR policies.
- Implementing and communicating HR policies across the organization.
- Discussions on real-world HR policy preparation.

Unit 4:

Workforce Management and Optimization

- Strategies for effective workforce management.
- Techniques for optimizing resource utilization and productivity.
- Managing workforce diversity and inclusion.
- Addressing workforce challenges and issues.

Unit 5:

Aligning HR Strategies with Organizational Goals

- Importance of aligning HR strategies with business objectives.



- Techniques for strategic HR planning and execution.
- Role of HR metrics and analytics in strategic decision-making.
- Developing and implementing HR initiatives that support organizational goals.
- Case studies.