


# € TRAINING

Human Resource Planning, Manpower  
Budgeting Skills, And Human Resource  
Policy Preparation

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is a bright, modern office setting with large windows.

16 - 20 December 2024  
Baku (Azerbaijan)  
Holiday Inn Baku



# Human Resource Planning, Manpower Budgeting Skills, And Human Resource Policy Preparation

REF: H1709 DATE: 16 - 20 December 2024 Venue: Baku (Azerbaijan) - Holiday Inn Baku Fee: 5830 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.
- Case studies on effective HR planning strategies.

## 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.
- Practical exercises on manpower budgeting.

## 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.
- Case studies on successful workforce management practices.

## 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.
- Exercises on aligning HR strategies with business objectives.