€TRAINING

Manpower Organisation, Succession Planning & Trend Analysis

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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 organizations, its value is fully recognized and it becomes 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.

Conference Objectives:

At the end of this conference the participants 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 organizational 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.

Targeted Audience:

- CEO's and Directors
- Department Heads
- HR personnel
- Those responsible for providing workforce data
- Strategic planners
- Succession planners
- Anyone interested in the measurement of the Human Resource
- Those interested in transforming HR into a profit center
- Personnel involved in either manpower planning or succession planning who wish to significantly upgrade their skills and knowledge

Conference Outlines:

Unit 1: Manpower Strategy and Organisational Analysis Area 1:

- The critical role of the new manpower planning activity
- Getting strategic timelines for effective manpower planning
- The new strategic model and the 10 critical inputs
- Emergency planning -the critical role of manpower planning
- Predicting when the organization 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

Unit 2: Organisational Design, Down Sizing, Right-Sizing and Employee to Manager Ratios:

- How organizations are designed
- Organizational 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
- Downsizing - Case study and group work
- Right-sizing - case study
- Right-sizing - group exercise

Unit 3: The Three Key Functions of Today's Manpower Planners:

- The three areas, Strategic focus, Manpower analysis and predictive forecasting 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 workflow improvement in an existing organization

Unit 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 organization
- 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

Unit 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