

# € TRAINING

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



25 - 29 November 2024  
Kuala Lumpur (Malaysia)

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

REF: H1709 DATE: 25 - 29 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction

We will be interested in this program by providing participants with scientific and practical methods in analyzing, describing, and evaluating jobs and developing their skills in diagnosing and evaluating practical problems related to analyzing, making plans for the workforce, and how to prepare the estimated budget for the human resources sector.

## Course Objectives

At the end of this course, the participants will

- Deepening the participants' knowledge of innovative approaches to effecting change and confronting ways to improve the organizational climate to face global challenges.
- Refining and developing the participants' skills through the practical application of the methods and methods of creating and managing change through continuous development and improvement skills.
- Apply the concept of planning to achieve business objectives
- Implementation of scientific methods for the stages of innovation in preparing the action plan and follow-up systems.
- Developing the skills of formulating and preparing the objectives of the plan based on the study of the current situation of the institution.
- Implementation of the plan and its corrective actions, while identifying the justifications that necessitate drawing up and taking those actions.
- Using the method of effective administrative control and follow-up of the participants' work in a creative and innovative way

## Targeted Audience

- Personnel working in human resources.
- Personnel in manpower planning.
- Responsible for compensation and wages.

## Course Outline

### Unit 1:

- Economic development
- Full employment
- Price stability
- Control of cyclical fluctuations
- Non-revenue objective

### Unit 2:

- Concept and methods of preparation.
- Wage cost information system.
- System inputs designing cards and records needed to record time
- Operational processes methods of determining wages and compensation.
- System outputs wages disbursement.
- Problems related to the wages and compensation system.
- In-kind advantages. Social Security. vacation wages. lost time wages.
- Overtime premium. Incentive rewards. incentive systems.

### Unit 3:

- Introduction to management control. Information is produced by the management control system.
- Manpower Planning. Schematic information.
- Information for operational control. Information for administrative control.
- Financial control information.
- The concept of budget for the workforce and its types.
- Methods of preparing the budget for the workforce.
- Budgeting in industrial and commercial units.
- Performance reports for the workforce

#### Unit 4:

- Redundant labor management.
- Human resources under the conditions of integration.
- Human Resources and Risk Sharing.
- Financial and non-financial indicators to evaluate the performance of employees

#### Unit 5:

- Why do we have HR policies?
- HR policies.
- Comprehensive human resource policy.
- Specific HR policies. age and employment. Formulating human resource policies.
- Implementation of human resource policies.
- What are HR procedures?
- HR procedures.
- HR Information Systems Reasons for introducing human resource information systems.
- Human resource information systems jobs.
- Features of human resource information systems.
- Introducing human resource information systems.