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# HRP (Human Resources Planning) and Recruitment - ONLINE

## PIK392-0625 ONLN-1

WESTMINSTER
BUSINESS COUNCIL

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| **Place:** | ONLINE | **Venue:** | | | |
| **Start Date:** | 22-06-2025 | **End Date:** | 26-06-2025 | **PPP:** | £1750 |

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**If you can't train them, you can't blame them!**

## Short Description:

INTRODUCTION: This unique course provides participants with all they need to know about the new manpower planning cycle â€"now called Human Resource Planning (HRP). This has become the fastest growing and most dynamic area in todayâ€™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.

## Course Overview:

### COURSE OBJECTIVES:

At the end of this course 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.
- Apply the basic principles of job analysis and evaluation.
- Prepare comprehensive job analysis interviews.
- Write clear job descriptions based on thorough job analysis.
- Defend the importance of job evaluation as a tool to guarantee internal consistency and fairness.

### TARGET AUDIENCE:

- HR Managers.
- HR Supervisors.
- HR Professionals.
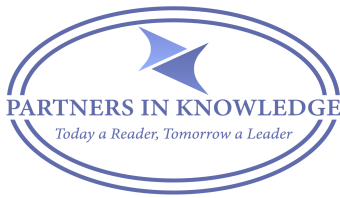
- HR Business Partners.

## Program Outline:

### COURSE OUTLINE:

### DAY 1: Manpower Strategy and Organisational Analysis

1. The critical role of the new manpower planning activity.
2. Getting strategic timelines for effective manpower planning.
3. Emergency planning –the critical role of manpower planning.
4. Predicting when the organization needs to change – use of the land model.
5. The land model – questionnaire.

### DAY 2: Organisational Design, Downsizing, Right-Sizing, and Employee to Manager Ratios
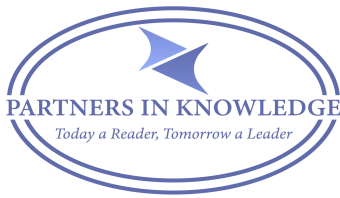
1. How organisations are designed.
2. Organisational design and its two major faults for the 21st century.
3. The rules that apply to determine manpower levels.
4. The value of team working and its impact on management levels and productivity.
5. Downsizing.

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

1. The three areas, Strategic focus, Manpower analysis, and predictive forecasting, and Situation fulfilment.
2. Manpower analysis – data and projections – what is involved.
3. Critical data needed and software to do the job.
4. Understanding performance, Competencies and Productivity.
5. Critical software needed to action the above.

### DAY 4: Situational Fulfilment of Manpower

1. Trend analysis, retrospective, and projective techniques.
2. Manpower data correlations – the financial advantage to the organisation.
3. Group development for succession planning.
4. Individual and deputy selection.
5. External selection – use of head hunters.

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## DAY 5: The Five Critical Processes That Support Manpower Planning

1. Pay and rewards – the psychological contract.
2. Innovations in interviewing.
3. Training – making training effective and measurable.
4. The critical role of performance appraisal.
5. Business process re-engineering.