

aractech

Global Learning for Operational Leaders



HUMAN RESOURCES AND TRAINING | HRT-002

Workforce Planning and Budgeting

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Course content

Why Attend

Workforce planning is one of the most important HR processes and is necessarily linked to every other function in HR management. Yet, in spite of its importance, it is often implemented haphazardly due to organizational and market complexities. In addition to surveying the drivers for workforce planning and its key performance indicators, this course presents and elaborates on an operational model for forecasting demand and supply of employees and demonstrates how resulting gaps can be bridged with a variety of controllable staffing initiatives. Moreover, participants will have the opportunity to learn and apply the forecasting techniques that are normally used in workforce planning.

Course Methodology

- The course uses a mix of interactive techniques such as lecturettes, group activities, case studies, scenario analysis and team presentations

Course Objectives

- Define workforce planning within the context of human resources management
- Explain how HR planning is related to the overall strategic plan of the organization
- Identify the economic concepts of demand and supply and how they apply to the labor market
- Apply forecasting tools to the demand and supply of different types of human resources, both in terms of quantity and quality
- Recognize the relationship of HR planning to the staffing process
- Describe why an understanding of the external labor market is important in workforce planning

Target Audience

- Recruitment and workforce planning managers and specialists, HR professionals and strategy analysts with at least three years experience in workforce planning, general HR management and business partners. This course is also useful to corporate planning managers who want to make sure their strategies are implemented successfully.

- Target Competencies

- The course targets the following related competencies:

Course outline

Detailed course outline

Module-by-module outline for Workforce Planning and Budgeting.

Module 1 - Overview of organizational development

- The glue that makes an organization
- Organizational objectives
- Key terms in organization
- Departmentalization
- Mechanistic versus organic organization
- Strategy and organizational structure

Module 2 - Fundamentals of workforce planning

- Workforce planning to get, keep and grow
- Defining workforce planning
- Strategic planning and workforce planning
- It is all a question of demand and supply
- Workforce planning and forecasting employee needs
- Aims and phases of workforce planning

Module 3 - An operational model for workforce planning

- Workforce planning analysis
- The strategic staffing process
- Causes of supply and demand gaps
- Static versus dynamic workforce planning

Course outline

Detailed course outline

Module-by-module outline for Workforce Planning and Budgeting.

Module 4 - Demand analysis and forecasting staffing needs

- Trend analysis
- Ratio analysis
- Scatter plot
- Zero manning methodology
- The supply analysis phase
- The gap analysis phase

Module 5 - Workforce formulation: application of the basic model

- Defining required staffing gaps or surpluses
- Defining required staffing actions
- Producing the staffing plan
- Beyond staffing plans
- Using workforce planning to support management successions and development planning
- Proactive talent management

Seminar dates

Available seminar dates

Live dates and pricing for Workforce Planning and Budgeting generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Barcelona	Classroom	€2,695
20 - 24 July 2026	Paris	Classroom	€3,150
3 - 7 August 2026	Frankfurt	Classroom	€2,275
7 - 11 September 2026	Barcelona	Classroom	€2,695
12 - 16 October 2026	Frankfurt	Classroom	€2,275
9 - 13 November 2026	Rome	Classroom	€2,975
14 - 18 December 2026	Kuala Lumpur	Classroom	€1,575

Live online option

Online delivery is available at €1,250.