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Effective Management on Workforce Planning and Recruitment in the Public Sector

Course Overview:

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 is needed and what results can be achieved.

Course Objectives:

At the end of this course, the participants will be able to:

- Using 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

Course Coverage:

Topic 1: Manpower Strategy and Organizational Analysis:

- 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 workforce planning do?

Topic 2: Organizational Design, Downsizing, 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
- The value of team working and its impact on management levels and productivity
- Downsizing
- Right-sizing – case study

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

- The three areas, Strategic focus, Manpower analysis and predictive forecasting and Situation fulfilment
- Manpower analysis – data and projections – what is involved
- Critical data needed and software to do the job
- Understanding performance
- Understanding competencies
- Understanding productivity
- Critical software needed to action the above

Topic 4: Situational Fulfillment of Manpower:

- Understanding the "right" principle
- Trend analysis, retrospective, and projective techniques
- Use of Monte Carlo simulation
- Manpower data correlations – the financial advantage to the organization
- Succession planning – the three-option approach
- Group development for succession planning
- Individual and deputy selection
- External selection – use of head hunters

Topic 5: The Five Critical Processes That Support Manpower Planning:

- Pay and rewards – the psychological contract
- Recruitment, new techniques = new results
- Innovations in interviewing
- Training – making training effective and measurable
- The critical role of performance appraisal
- Business process re-engineering

Targeted Groups:

- HR Managers
- HR Supervisors
- HR Professionals

- HR Business Partners