XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Manpower Planning Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
18 – 22 Jan 2027	Live online	Online (live)	€1,200
26 – 30 Jul 2027	Live online	Online (live)	€1,200
23 – 27 Aug 2027	Geneva	Classroom	€5,500

Register or ask a question

Online: x8ti.com/course/manpower-planning-training-course-2/

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Manpower Planning Training Course

Introduction

Introduction

The importance and utility of Manpower planning cannot be denied by any- be it at the National level by the central government, or at the state level by the state governments, by the industries- whether it is a big or mid-size or a smaller industrial business unit.

So, what is Manpower Planning? It is a consistent process to ensure the availability of the right number of people, and the right skilled available at the right time for working on a project or complete the task assigned. By joining this course, you will gain an insight into how to address the manpower needs keeping in view the future predictions of business and the changing trends in technology.

This course on Manpower Planning by Xcelerate training institute will help you examine the current thinking and recent developments related to human resource manpower planning. It will help you understand how to forecast staffing needs and work with the Head of Departments (HOD) and the company managers to ensure that each business unit/department is properly staffed.

Learning Objectives

- Define manpower planning within the context of human resources of the organization
- Understand how manpower planning is related to the overall strategic plan of the organization
- Understand the concepts of demand and supply of manpower
- Understand the impact of the external labor market on this essential business process
- Deploying the resources internally for staffing by training, promotion, succession planning and similar other tools
- To reduce recruitment, replacement cost associated with hiring and attrition
- To improve the morale of the employee
- To formulate staffing and retention processes and policies
- To address the training requirements

Training Methodology

We at Xcelerate Training Institute, offer a variety of methodologies to add value to your business through this course. The course includes a highly interactive presentation, techniques, concepts, management games, paper-pencil exercises, activities, role plays, videos, case studies, and robust practice sessions. You get an opportunity to discuss and brainstorm your ideas with other industry participants as well.

Benefits for Your Organization

- Anticipate future requirements and vacancies
- Identify gaps in talent, skills, scaling, and downsizing needs
- Optimum utilization of human resources
- Enhanced productivity levels of the employees leading to more creativity, better ideas, and solutions

- Will help in activities for performance appraisal, training, increase in salary at the right time
- Higher employee motivational levels
- Increase profits in business

Benefits for You

- Opportunity to up-skill and work on a new project/s
- Clarity of growth path
- Seamless execution of the project/s
- Higher motivational levels
- Increased productivity

Target Audience

- HR Directors
- HR Heads
- HR Professionals
- Manpower Planning Managers
- HR officers
- HR Supervisors
- Career Analysts
- Career Development Manager
- HR Analysts
- HR Specialists
- Training Managers/Executives

Course Outline

INTRODUCTION

- Define manpower planning and its importance
- Its relation to the strategic vision of the business
- The link between manpower planning and other HR processes
- KPI’s (Key Performance Indicators) of manpower planning

ANALYSIS OF MANPOWER PLANNING

- Forecasting human resource needs as per the vision, long-term goals, mid-term, and short-term goals of the corporate
- Techniques of manpower planning and replacement charts
- Collecting the requirements of manpower for various projects in different departments
- Preparing an inventory, and taking a stock of actual number and skills of resources
- Analysis of the current and future external and internal factors impacting manpower planning
- Roles and responsibilities

FORMULATION OF THE WORKFORCE AS PLANNED

- Filling the workforce gap
- Strategic issues to consider while filling the gaps

- The process

MONITORING AND EVALUATION

- Process integration
- Methods and means of gathering feedback
- Process Audit

BEYOND STAFFING PLANS

- Using manpower planning to support management decisions of promotions, transfer, succession, and development planning, etc.
- Ensuring regular inflow of talent
- Measuring the effectiveness and efficiency of the staffing process
- Regular review and analysis of the demand and supply gap in the manpower
- Evaluating other staffing options

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Registration Form

Manpower Planning Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

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Signature: ..... Date: .....

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Email this form
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Register online
Open the course page