

# *Human Resource Planning*

Organizations are being forced to do more Human Resources planning due to continued pressure to reduce staff and restructure employment in order to lower operating costs to meet the demands of increased global competition. With consideration of government legislation, aggressive Human Resources planning is required to develop strategies for addressing people-related issues. It is also required for re-aligning and integrating staff functions and roles for optimal performance, networking and realization of organizational goals.

## *Seminar Objectives:*

To define the Human Resources planning function as integral to business planning; to examine characteristics of a fully integrated planning process. Participants will discuss the Human Resources planning mission, process, activities and effectiveness measures, how the Human Resources planning function has become part of a collaborative team process.

## *Topics:*

- ◆ Understanding the principles of Human Resource management and defining Human Resource planning functions
- ◆ Emerging trends and the changing role of Human Resource planning professionals
- ◆ How organizations achieve their missions and objectives through Human Resource planning
- ◆ Planning the Human Resource strategy to coincide with the corporate plan
- ◆ The goals and objectives of the Human Resource planning process
- ◆ Formulating and implementing strategies to address people-related business issues
- ◆ Addressing issues related to labor relations and legislation
- ◆ Addressing work-force issues: family, health and safety, advocacy and disputes
- ◆ Flexible work hours as part of the Human Resource planning considerations
- ◆ Assessing the demand for Human Resources based on the organizational mission
- ◆ Requirements forecasting: analyzing people/skills that will be needed to meet goals
- ◆ Availability forecasting: determining ability to obtain skilled employees, and from where
- ◆ Matching the demand for labor with supply available, internally and externally
- ◆ Communication as a vital process in maintaining organizational climate
- ◆ Introducing and managing change effectively: a key Human Resource planning requirement
- ◆ Career planning and development activities for successful employee progression
- ◆ Understanding the importance of development and learning as critical priorities
- ◆ Enabling managers to manage people effectively to achieve the organization's goals
- ◆ Managing workforce diversity and the potential for conflict
- ◆ Quality service and customer care as integral to Human Resource planning
- ◆ Ethical issues in Human Resource planning
- ◆ Defining and applying business measures of Human Resource effectiveness
- ◆ The new Human Resource planning function in a horizontal corporation