HR Management · HR436

Strategic Workforce Planning (SWP): Building Future-Ready Workforces

Duration	Category	Ref
1 Week	**HR Management**	**HR436**
Language	Certificate	
English	**Certificate of attendance**	

Course Introduction

In today's rapidly changing business environment, organisations must proactively anticipate workforce needs, identify critical future skills, and align talent strategies with organisational objectives. This Strategic Workforce Planning (SWP) programme equips HR and workforce planning professionals with the knowledge, tools, and methodologies required to develop workforce plans that support business growth, digital transformation, and long-term organisational sustainability.

The programme combines internationally recognised SWP frameworks with practical exercises, case studies, and action-planning activities to help participants translate workforce insights into strategic decisions and measurable outcomes.

Course Objectives

By the end of the programme, participants will be able to:

- Understand the principles and benefits of Strategic Workforce Planning.
- Align workforce planning activities with organisational strategy and business priorities.
- Analyse workforce supply, demand, and capability requirements.
- Identify future skills needs and workforce risks.
- Apply workforce analytics to support evidence-based decision-making.
- Conduct workforce gap analysis and develop workforce interventions.
- Build practical workforce action plans for implementation.
- Establish governance structures, KPIs, and monitoring mechanisms for SWP initiatives.

Expected Participant Deliverables

By the end of the programme, participants will develop:

- Workforce Planning Framework Template
- Workforce Supply and Demand Analysis
- Future Skills Assessment
- Workforce Gap Analysis
- Country-Level Workforce Action Plan

- SWP Governance and KPI Framework

Target Audience

- HR Directors and Managers
- HR Business Partners
- Strategic Workforce Planning Professionals
- Talent Management Specialists
- Organisational Development Professionals
- Learning and Development Managers
- People Analytics Professionals
- HR Transformation Teams

Course Outline

Day 1

Strategic Workforce Planning Foundations

Module 1: Understanding Strategic Workforce Planning

- Evolution and importance of SWP
- Business value of workforce planning
- SWP within organisational transformation
- Global trends shaping workforce planning

Module 2: Aligning Workforce Strategy with Business Strategy

- Understanding strategic business priorities
- Translating business goals into workforce implications
- Workforce planning operating model
- Roles and responsibilities in SWP

Module 3: The Strategic Workforce Planning Framework

- Workforce planning cycle
- Key phases and deliverables
- Success factors and common challenges

Workshop:

- Assessing organisational workforce planning maturity

Day 2

Workforce Analytics and Workforce Assessment

Module 4: Workforce Data and Analytics

- Workforce data requirements
- Key workforce metrics
- Workforce segmentation approaches

- Building a workforce evidence base

Module 5: Workforce Supply Analysis

- Current workforce profile assessment
- Workforce demographics
- Critical roles identification
- Talent pipeline analysis

Module 6: Workforce Demand Forecasting

- Forecasting future workforce needs
- Business drivers and workforce implications
- Quantitative and qualitative forecasting approaches

Workshop:

- Workforce supply and demand analysis exercise

Day 3

Future Skills and Scenario Planning

Module 7: Future of Work and Emerging Workforce Trends

- Technological transformation
- Digital workforce requirements
- Workforce agility and adaptability

Module 8: Future Skills Planning

- Identifying critical future skills
- Skills inventories and capability mapping
- Skills gap identification

Module 9: Scenario Planning for Workforce Strategy

- Scenario planning methodologies
- Developing workforce scenarios
- Evaluating workforce risks and opportunities

Workshop:

- Future workforce scenario development

Day 4

Workforce Gap Analysis and Action Planning

Module 10: Workforce Gap Analysis

- Identifying workforce gaps

- Assessing workforce risks
- Prioritising workforce challenges

Module 11: Workforce Intervention Strategies

- Recruitment strategies
- Talent mobility and succession planning
- Reskilling and upskilling initiatives
- Workforce optimisation approaches

Module 12: Building Workforce Action Plans

- Setting workforce priorities
- Developing implementation roadmaps
- Resource and stakeholder considerations

Workshop:

- Country-level workforce action plan development

Day 5:

Governance, KPIs, and Implementation

Module 13: SWP Governance and Operating Models

- Governance structures and accountability
- Stakeholder engagement
- Integrating SWP into business planning cycles

Module 14: Workforce KPIs and Performance Monitoring

- Measuring workforce outcomes
- Workforce dashboards and reporting
- Monitoring progress and impact

Module 15: Sustaining Strategic Workforce Planning

- Embedding SWP into organisational culture
- Continuous improvement practices
- Lessons learned and best practices

Capstone Exercise:

- Presentation of Country Workforce Action Plans

Programme Wrap-Up

- Key takeaways
- Action commitments

- Next steps for implementation

Ask us for a date for this course
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