



Asia Masters Center

Manpower Organization, Succession Planning & Trend Analysis



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➔ Course Objective

- Use the key inputs to form a strategic plan
- Be able to use the organisational change model to forecast organisational change and when restructuring is appropriate
- Master the new formulas and be able to dispense with those old formulas that no longer add value
- Be able to select form from design models for organisation design
- Use techniques for predictive forecasting using your existing data
- Master key succession planning, emergency planning, productivity management, workflow techniques and BPM

➔ Target Audience

- Human Resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. The course is also suitable for those employees who are targeted for development or promotion within the HR function.



Course Outline

- DAY 1
- **From Strategy to Organisational Design and Working Ratios**
- Introductions and Course Objectives
- The key difference between Manpower planning and New Workforce Planning
- The importance of a strategic approach in workforce planning
- The use of the Organisational Maturity tool
- The critical inputs of workforce planning
- How organisations are designed
- The current types of organizational design
- Innovations in reporting ratios – what the future holds

- DAY 2
- **Our Role in Organisational Productivity**
- What is productivity
- Collecting the information (you already do this) but some thing extra
- Understanding the ingredients – Competency and how to measure it
- Understanding and measurement of productivity information
- Reliability – what is it? How to measure and improve it
- Measurement of reliability – new tools – great results
- The value of time and people – essential calculations and information
- The value to the organisation of forecasting

- DAY 3
- **Trends Correlations and Very Useful New Formulas**
- What are trends
- Correlations
- Trend information for growth
- Trend information for contraction
- Formula for Rightsizing the organisation
- DAY 4
- **Downsizing, Rightsizing & Workflow Management**
- What is the difference between downsizing and rightsizing?
- Techniques for right sizing
- Downsizing the organisation
- Calculating the value of rightsizing
- Using workflow management to improve efficiency
- How much can you improve productivity by?
- Making the financial case – what is the added value here?
- DAY 5
- **The Workforce Planning Dashboard – Business Process Mapping, Succession and Emergency Planning**
- Understand the value of the workforce planning dashboard
- Importance of staff satisfaction
- Why do we need business process mapping?
- What it has to offer
- How to draw business process maps & calculate the value of improvement
- Emergency planning – for people
- A new approach to critical succession planning

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null