



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Manpower planning and planning techniques

## Objectives

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- It aims to provide the trainees with the skills of drawing training policies
- Train participants to prepare training plans
- Training participants on methods and methods of evaluating training plans.
- Designing programs and training centers in a sound scientific manner ensures the achievement of excellence through the staff of human resources management.
- Identify the modern methods in preparing the organizational structure as an essential step of development and organizational excellence.

## Who Should Attend?

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- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

## Seminar Outline

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### DAY 1

- Drawing up training work policies at the facility.
- Types of policies.
- Conditions to be met in training policies.
- Budget and its relation to planning and policies.

### DAY 2

- Decision making.
- Training strategies.
- Factors to consider when planning training.
- Converting needs into an action plan



### DAY 3

- The doors covered by the training plan.
- Models required to prepare a training plan.
- Review training needs using study and analysis tools.
- Investing the available resources.
- Marketing Training: dealing with organizations requesting training services and how to provide
- Presentations, preparation of trainers, training materials and audio-visual aids.
- Monitoring and evaluation of the training plan.
- Evaluation of the return of the training activity.

### DAY 4

- Forecasting of human resources.
- Ways of dealing with demand and supply of labor in cases of surplus and disability.
- The merits to determine the kinds of jobs required.
- Analysis gauges the yield of employment.
- Developed ways to measure the rotation rate of employment.

### DAY 5

- Methods of creative abilities of employees development through training.
- Modern methods to strengthen opportunities for creativity in the training process.
- Psychological and behavioral aspects positive for the development of the creative capabilities of workers.
- Objectives and importance of human resources planning.
- Structure of human resources planning data.
- Forecast employment needs.
- Advanced methods in predicting supply of labor.
- Evaluation and conclusion of the program.



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